



Heathcoat Primary School

Charging Policy & Remission of Charges

Agreed by Resources Committee 23/11/15

Review Date Autumn 2017

Heathcoat Primary School

Charging Policy and Remission of Charges: Summary Information

- 1) In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a *compulsory* charge for transport, admission costs for swimming lessons or visits to museums, etc. during normal school hours.
- 2) The LA or governing body may not charge for anything unless they have drawn up a statement of general policy on charging. The governing body's policy may be more or less generous than the LA's, as long as it meets the requirements of the law.

3) Nursery Entitlement

The first 15 hours attended at Nursery are fully funded. Any sessions thereafter will be charged at a rate of **£12.00 per session (3 hours)**. Requests for extra sessions will be granted at the discretion of the School based on expected numbers and availability of sessions.

4) Breakfast Club

Breakfast Club will run from 07.45am until 08.45am, with breakfast provided, at a cost of **£3.00** per session paid for in advance. This will rise to **£3.50** from 01.04.16. 48 hours notice is to be given for bookings.

5) Voluntary contributions

Headteachers, or Governing Bodies, may ask parents for a **voluntary contribution** towards the cost of:

- any activity that takes place during school hours eg; cooking, theatre
- school equipment eg: hand writing pen, parachute
- 'School Funds' generally eg: direct voluntary contribution

- 6) The contribution must be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute may not be discriminated against and should take full part in any activity planned for pupils within normal school hours. **When there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.**

7) Residential trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

- 8) Where the trip takes place wholly or mainly during school hours, children whose parents are eligible to claim FSMs will be entitled to a free school lunch equivalent.

From time to time different grant funding entitlements are available to those parents in receipt of a low income, or for specific groups of pupils such as Children In Care. The Headteacher will make every effort to ensure that all those entitled to such remissions or reductions in charges, do benefit from them.

- 9) A similar entitlement applies where the trip takes place outside school hours, but is necessary as part of the National Curriculum, or forms part of the syllabus for a

prescribed course of study or examination, that the school is preparing the pupil to take part in, or the Devon agreed programme for religious education.

10) Public examinations

No charges may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school
- the examination is not on the set list, but the school arranges for the pupil to take it (eg: for a musical instrument)
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

11) Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulation

Changes

23.11.15 – Paragraph 4 Breakfast Club: add increase of charge to £3.50 from 01.04.16.
Paragraph 5 Walking Bus: remove & renumber document.