



CHARGING & REMISSIONS POLICY

The Education Reform Act 1988 states that there are no statutory requirements to charge for any form of educational activity. The principle is that of free education.

AIMS:

To identify and clarify those areas where schools may either charge or seek financial contributions from parents.

The Governing Body of Dalmain School is sympathetic to the letter of the law as outlined below, but also wishes to support the school in its policy of providing educational visits and having educational visitors into school. This is seen as vital in extending the educational provision in school.

Unfortunately, the finance received by school is not sufficient to provide for this element of education. The Governing body, therefore, have instituted a policy of requesting voluntary contributions from parents to enable such a valuable part of pupils' education to continue.

The following are the main areas of additional activities which Dalmain School attempts to provide, together with our legal and moral position regarding their funding.

See **Appendix 2** for a summary of charges to parents/carers.

RESIDENTIAL VISITS - defined as – 'One which requires the pupils taking part, to spend one or more nights away from their usual overnight accommodation'. Part vi, Chapter iii, 462 1996 Education Act.

1. The school may charge parents for the cost incurred for board and lodgings for residential visits.
2. The schools may only charge for travel costs and other expenses incurred if they take place outside school hours.
3. Participation in any optional activity will be on the basis of parental choice and a willingness to meet such expenses will be on a voluntary basis (see below)
4. Where a charge is made, it will not exceed the actual cost of providing extra activity, divided equally by the number of pupils willing to participate.
5. The cost for residential trips can include an appropriate element for:
 - travel costs
 - board and lodging
 - materials, books, instruments and other equipment
 - non-teaching staff costs

- both teaching and non-teaching staff board and lodging costs
- entrance fees to museums, castles, theatres etc.
- insurance

6. Full or part remission for board and lodging will be given where parents are in receipt of one or more of the following:
 - income support
 - family credit
 - an income based job seekers allowance
 - disability working allowance
7. Children with EHCPs and children eligible for Pupil Premium funding may be supported financially by the school.

NON-RESIDENTIAL VISITS: - trips within school time and/or visitors into school

1. No charge will be made for visitors or non-residential activities taking place during school hours
2. An activity is deemed to take place during school hours if 50% or more of the time occupied by that period, together with any connected travel time falls during school hours.
School hours do not include the break in the middle of the school day.

NON-RESIDENTIAL ACTIVITIES: - trips outside school time (optional extras)

1. If the visit takes place outside school hours, schools may charge parents for travel and other expenses
2. A charge will be made for optional extras
3. Participation in any optional activity will be on the basis of parental choice and a willingness to meet such expenses will be on a voluntary contribution basis (see below)
4. Where a charge is made, it will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils willing to participate. Nor in cases where a small proportion of the activity takes place during school hours, may it include the cost of alternative provision for those pupils who do not wish to participate.
5. The cost can include:
 - travel costs
 - materials, books, instruments and other equipment
 - non-teaching staff costs
 - insurance costs

PRACTICAL SUBJECTS:

Practical subjects such as sewing and baking require substantial levels of consumable resources.

Parents may be charged for or required to supply ingredients and materials if they have indicated in advance a wish to own the finished product.

TUITION IN THE PLAYING OF A MUSICAL INSTRUMENT:

1. A charge may be made in respect of individual tuition in playing any musical instrument, even if such tuition takes place during school hours, except where it is provided to fulfil the

requirements for a syllabus for a prescribed public examination or the requirements of the National Curriculum, when it must be provided free.

2. Schools will charge individual parents for any hire charges incurred.
3. Where there is a charge to be made for musical tuition or the hire of instruments, parental consent will be obtained before a pupil is given that tuition.

TRANSPORT:

No charge shall be made in respect of transport provided during school hours by the school or the LEA where transport is incidental to a pupil's education. A charge will be made for any transport incidental to an optional extra activity.

VOLUNTARY CONTRIBUTIONS:

1. Voluntary contributions may be sought from parents for any school activity.
2. Any request for a voluntary contribution will make clear:
 - that there is no obligation to contribute
 - that pupils will be treated equally, regardless of any contribution received
 - the contribution per pupil which is required in order that the activity takes place
 - the implication of possibly cancelling the visit or activity if sufficient contributions are not received.
3. Where major expense is involved or when deposits have to be paid by the school to secure future activities or events, a deposit may be requested from parents. This should be in the region of 10% of the total cost. This will only be refunded to parents if the school or relevant outside agency decided to cancel the event.

FINANCIAL ASSISTANCE TO THE MOST DISADVANTAGED FAMILIES

In exceptional circumstances, the school will consider providing financial assistance to the parents of disadvantaged children for residential or non-residential visits, non-residential activities, practical subjects or music tuition. Financial assistance in such cases will be offered at the discretion of the Headteacher.

Approval Committee:	Resources
Responsible Governor:	Natania Duhur
Signed:	
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Appendix 1**SUMMARY OF LETTINGS CHARGES**

	<u>ORGANISATION/CATEGORY</u>		
	A	B	D
→ <u>FACILITIES USED</u> ↓	'FRIENDS OF DALMAIN' ORGANISATION	LOCAL SCHOOLS / CHURCH AND ASSOCIATIONS	PRIVATE LETTINGS
HALL; DINING ROOM; TOILETS	N/A	N/A	N/A
WHOLE SCHOOL	N/A	N/A	N/A
RECREATION FACILITIES (THE DALMAIN PEN)	N/A	£15 PER HOUR (WINTER) £12.50 PER HOUR (SUMMER)	£20 PER HOUR (WINTER) £15 PER HOUR (SUMMER)
DUPLICATING COSTS	N/A	N/A	N/A

Amended charges for Long-Term lettings can be made at the discretion of the Governors Finance Sub-Committee

Appendix 2 - Summary of charges to parents/carers

Residential courses in school time	<p>Parents are required to meet the full cost of the residential visit, except children with statements and children eligible for Pupil Premium funding, where a proportion of the cost may be supported from the school budget.</p> <p>If the income for each activity does not meet the overall cost, such activities may have to be cancelled.</p>
Activities outside school hours not within the National Curriculum	<p>Parents are required to meet the full cost, except children with statements and children eligible for Pupil Premium funding, where a proportion of the cost may be supported from the school budget.</p> <p>If the income for each activity does not meet the overall cost, such activities may have to be cancelled.</p>
Individual or group instrumental music tuition	<p>Where the school provides an 'outside' tutor, parents will be charged for the tuition.</p> <p>Music tuition for children eligible for Pupil Premium funding is subsidised from the school's Pupil Premium budget.</p>
Ingredients/materials for practical subjects	<p>Parents are encouraged to provide materials for practical subjects, but no child will be disadvantaged because of parents' inability/reluctance to pay. Where necessary, school will pay the cost of this.</p>
Lost school equipment, books, etc	<p>Parents may be requested to replace school equipment, books, etc. which have been lost by their child</p>
Breakages and damages to school buildings, furniture or property	<p>Wilful damage to school buildings or property by a pupil may be charged to parents by the school.</p> <p>This includes musical instruments on loan from the school: parents will need to pay for the cost of the repair / replacement up to a value of £50, after which it will be claimed on the school's insurance.</p>
Breakfast Club	<p>Parents pay a daily rate for a child's membership of Breakfast Club. This is payable whether or not the child attends every day. Ad hoc attendance (for one-off attendance) is charged at a higher daily rate.</p> <p>Places in Breakfast Club for children eligible for Pupil Premium funding are part subsidised from the school's Pupil Premium budget.</p>
Photocopying	<p>Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at 5p per sheet, black and white only.</p>
Nursery	<p>Where a child is eligible for 30 hours funding, the school will offer the option of the child attending for 32.5 hours a week (08.45-15.15 every day) for an additional cost of £18 per week (£7.20/hr)</p>