



Policy for Charges and Remission on School Activities

Policy lead:	Head teacher
Link Governor:	Mr P Gale
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Widewell Primary Academy

Policy for Charges and Remission on School Activities

This policy has been informed by the LA. In general education is provided free of charge but as permitted by the Education Reform act 1988 allows for charges in the following areas:

1. Where staff of the instrumental music service provide instrumental tuition or other activities out of school hours. A charge will be made per term per pupil for these activities. The income generated will be used to increase the availability of such activities.
2. For materials used in school where the parent indicates in advance that he/she or the pupil wishes to own the finished article incorporating those materials. Headteachers will set a charge equal to the cost of materials in such cases, or make a charge "in kind" by requiring parents to provide raw materials. Where a cash charge is made, the income generated must be used by the school for the purchase of the raw materials in question, or to offset the expense previously incurred in their purchase.
3. For board and lodging on a residential trip. We will make such charges to recover but not exceed the actual cost of the board and lodging in question.
4. For education provided outside school hours as an optional extra. There will be prior agreement of parents. The charge will be determined on the basis of the cost for the individual (rather than shared where any remission applies). As appropriate the cost will include an element for travel, board and lodging, materials, books, instruments and other equipment, non-teaching staff costs and teaching staff costs (where a teacher or instructor has been engaged specifically to provide the activity), entry fees to museums, castles, theatres, etc, and insurance costs.

This policy provides for remission of charges in the following area:-

1. For board and lodging charges on a residential trip in respect of pupils whose parents are in receipt of Income Support or Family credit, where the residential trip concerned takes place during school hours or where it forms part of the syllabus for a prescribed public examination or part of the National Curriculum.
2. For charges made for activities provide by the Instrumental Music Service as outlined in paragraph 1 above where parents are in receipt of Family credit or Income Support.

The school will make charges and remission in accordance with legislation:

- To make charges

For any activities for which a charge is permitted under the legislation for where this activity is to be paid from sums in the delegated budget share put at the disposal of governors under the Education Reform Act provisions, or from sums so delegated under previous legislation.

- To remit charges

For any activity which would result in a charge being made to parents as a result of the local Authority policy. In setting such a remissions policy, governors would need to have available the financial resources to reimburse the Authority for the full value of all remitted charges.