

LILLINGTON NURSERY & PRIMARY SCHOOL

Charging & Remissions Policy – September 2015

For School Activities

Aim: to follow the basic principle – that education should be free of charge if it takes place during school hours. Parents and others have the right to information about school hours, and this information is included in the school prospectus.

Swimming

All costs for swimming lessons will be met from the school budget. Parents and carers will be encouraged to make a voluntary contribution of 50p per swimming session for travel costs.

Musical Instrument Tuition

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in a group of up to four, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Voluntary Contributions

Although we do not charge for most of our school-time activities, we invite parents to make a contribution to make school funds go further. The essential point is that no pupil will be left out of an activity because his/her parents carers do not make a contribution. It will be necessary to state that the activity will not take place if funds are insufficient to support it. The terms of any request for contributions must be made clear:

- a) that registered pupils at the school will not be treated differently according to whether their parents have made any contribution.
- b) for some visits/activities we may operate a system so that the cost can be spread over a longer period.

There is no limit on the level of voluntary contribution which parents or others can make to activities, nor is any restriction placed upon the use which can be made of such contributions. Parents are asked to contribute towards the cost of the visit or activity, and the rest could be met from the proceeds of general fund raising events.

Education Partly During School Hours

Sometimes an activity may happen partly during and partly outside school hours. If half or more of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge can be made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours.) As an example, a long distance visit might involve much travel before and after normal school hours, but if the time spent at the destination fall mainly within school hours, the visit could count as happening in school time and be free of charge. By contrast, a visit which involved leaving school an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, would be classified as taking place outside school time. Charges would then be allowed.

Residential activities

Special rules apply for residential activities. A visit counts as falling within school time when the number of school sessions missed by the pupils amounts to half or more of the number of days taken up by the activity. Each school day is normally divided into two sessions and each 24-hour period is divided into half days beginning at noon and midnight. On this basis, a term time visit from noon on Wednesday to 9.00 p.m. on Sunday, would last for nine half-days, including five school sessions, and would count as taking place in school time. A visit from noon on Thursday to 9.00 p.m. on Sunday would count as seven half days, including three school sessions, and would therefore be classified for charging as taking place outside school time. For a residential activity taking place largely during school time or essential to the education provided at the school, no charge may be made for the education. However, charges can be made for travel, board and lodging in these circumstances.

Remission

Parents/guardians who have contributed voluntarily may have a refund only if their child is unable to take part in the visit through illness.

Freedom of Information Act 2000

Requests for school policy documents will be charged at 5 pence per single sided A4 sheet. Charges made to members of staff and other educational bodies will be at the discretion of the Head Teacher.

Replacement Charges

Parents will be asked to pay for the replacement of equipment, materials, etc. where items need to be replaced due to wilful damage or careless loss. The charge will be at the Head Teachers' discretion, based upon replacement cost and value of the lost/damaged item. This policy has been approved by the Governing body. This policy will be reviewed annually and updated as necessary.

Charging Policy - Before and After School Provision

Before and After-School Provision

Breakfast Club - 50p a day

After-school Club - £3.00 an hour (3.15pm-5.15pm)

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CHARGING POLICY

Date initial Policy Written	December 2011		
Approved by Governors			
Revision 1 Due:	Date completed:	Headteacher	Chair of Governors
March 2012	March 2012		
Revision 2 Due:	Date:	Headteacher	Chair of Governors
March 2013	March 2013		
Revision 3 Due:	Date:	Headteacher	Chair of Governors
March 2014	March 2014		
Revision 4 Due:	Date:	Headteacher	Chair of Governors
March 2015	March 2015		

Appendix 1

Information to be included in a school visit letter (*sample letter attached as Appendix 2*)

- Opening paragraph to inform of links to NC, educational reasons for visit etc.
- Which classes are included
- Dates and times of visit
- Lunch arrangements (non fizzy drinks in a disposable container - no glass bottles)
- Special clothing requirements as necessary
- Request for adult help
- The amount of voluntary contribution if applicable
- Acknowledgements of friends contribution or similar
- Tear-off reply slip, to give parental permission and inclusion of voluntary contribution. Also to include child's name, class and parent's signature.

Appendix 2

Dear Parents/Carers,

Year 3 children are being taken on a school visit to the Rock and Fossil project at Cross Hands Quarry, near Long Compton in Warwickshire. This visit is to support the curriculum this term.

The children will leave school by staff vehicle at 10.00 a.m., and will return at 3.00 p.m. in time for the end of the school day. Children should bring a packed lunch in a clearly named carrier bag or lunch box. Children who would normally have free school lunches will have a packed lunch provided for them free of charge. We would ask that parents do not send children with chocolate, sweets or fizzy drinks (canned or bottled). Spending money will not be necessary.

Please ensure children are dressed appropriately for the weather on the day. Please complete the reply slip below and return it to school by Friday this week, with payment of £5.00 for each child.

Yours sincerely