

# **North Ferriby C of E Primary School Charging and remissions Policy**



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## **1. Aims**

1.1 That every child at North Ferriby CE Primary School will have access to a full curriculum and will not be prevented from taking part in any activity because of financial difficulties.

## **2. Policy**

2.1 The basic principle underlying the charging policy provisions of the 1988 Act is that education provided by any maintained school for its registered pupils should be free of charge if it takes place wholly or mainly during school hours. Whilst this provision applies to any school activity, it has particular importance in relation to off-site education. Where applicable, the Local Authority guidance should also be closely adhered to.

2.2 Charges can be made for visits that occupy more than 50% of the time out of normal school hours. This includes travelling time. However, where more than 50% of the visits take place during school hours, no charge can be made. There is an exception to this rule when residential accommodation is involved, as charges can be made for that accommodation.

2.3 Where the 50% rule is applied to residential visits, calculations are based on "sessions". Sessions are defined as from 00.00 to 12.00 and 12.00 to 24.00. If the number of sessions outside school hours exceeds the number of sessions inside school hours charges can be made. For example, a visit taking place from Friday (a full school day) through to Sunday evening, would involve two sessions in school hours and four out of school hours. Charges can therefore be made.

2.4 Along with most schools we still wish to continue with the important work and experience derived from an off-site visit. In order to overcome the financial difficulties that exist, VOLUNTARY CONTRIBUTIONS can be requested for any visit and visitors taking place during school hours. Head teachers can suggest to parents an appropriate amount for a voluntary contribution but cannot insist that amount is paid, nor can a child be prevented from taking part in the visit if a contribution is not forthcoming or has been insufficient to cover the individual cost for that pupil. In the circumstances where insufficient money has been contributed collectively to cover the cost of the visit, the school may cancel the visit and return all the contributions made. Where contributions are made in excess of the required sums for a particular visit, the surplus money will go into school funds to support other off-site opportunities at a future date.

2.5 When the activity is more than 50% outside school time and a charge is being made, that charge cannot exceed the actual costs to be incurred.

### **3. Residential Visits:**

3.1 Parents will be asked to pay full price of board and lodgings. This cost must not exceed the actual cost of the provision.

3.2 An additional voluntary contribution will be asked for to cover other costs (travel, admission to places of interest, boat trips etc). The visit will be cancelled unless 95% of the costs are covered.

3.3 Where the visit takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will be entitled to request that they are exempt from paying this contribution:

- Income Support
- Income-based Jobseekers Allowance
- support under part IV of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,040
- Guaranteed State Pension Credit
- Employment Support Allowance

3.4 Any information received from parents/carers in receipt of benefits or Income Support will be held in the strictest confidence.

3.5 The governing Body will be informed of and approve all residential visits.

### **4. Day Visits**

4.1 Voluntary contributions requested. The visit will be cancelled unless 95% of the costs are covered.

### **5. Peripatetic Music**

5.1 The school enters into an SLA with the Schools' Music Service to secure music tuition and this is paid for in advance at the start of each school year. This secures a fixed number of lessons for that year across a range of instruments. Pupils are selected at the end of each school year, based on auditions (in the case of new students) and prior performance and dedication (in the case of current students). Pupils are then grouped according to their abilities and experience ready for the following year. **These groupings cannot be changed until the following year when the new arrangements are set up by the Schools' Music Service and then paid for by the school.** For this reason we ask pupils wishing to take up a place for music tuition to make a commitment of at least one year and therefore request parents to pay for a full year of tuition to secure a place for their child. The school will accept payment either in full at the start of the year or in three instalments.

## **6. Accounts**

6.1 All accounts are to be kept accurately and where money is collected at the cost of an activity, the accounts will be available for inspection by parents who have contributed.

6.2 A separate Journeys Account is used for the Residential Visit.