

St Anne Stanley CE Primary School



CHARGES, VOLUNTARY CONTRIBUTIONS AND REMISSIONS POLICY

At St Anne's, we are aware that under Sections 449-462 of the Education Act 1996, which sets out the law on charging for school activities in schools maintained by local authorities in England, no charge can be made for education in school hours and that every child has the right to receive free school education.

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils personal and social education. It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities. Therefore, any activity which takes place mainly during school hours or is an essential part of the curriculum will be provided **free of charge**.

We are aware that we are able to ask for **voluntary contributions** from parents when organising educational visits which will enrich the curriculum and the educational experiences of children.

Aims

- To outline what the school can and cannot charge for.
- To outline the school policy for voluntary contributions and remissions.
- To work with other schools in order to share good practice in order to improve this policy.

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- monitor the effectiveness of this policy;
- report to the Governing Body on the success and development of this policy.

Conditions when charges cannot be made

Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours;
- for the National Curriculum programme out-of-school hours;
- part of a syllabus for an agreed examination for a pupil;
- for statutory religious education;
- for musical tuition as part of the National Curriculum;
- for education provided on any educational visit during the school day;
- for education provided on any educational visit outside school hours;

- for the cost of supply teachers substituting for absent teachers on residential visits with pupils;
- examination re-sits.

Charges for transport cannot be made when:

- transporting pupils to or from the school premises;
- transporting pupils to other premises where arrangements have been made for them to be educated;
- a pupil needs to sit an examination;
- an educational visit has been planned.

Conditions when charges can be made

Charges can be made when:

- a parent/carer wishes their child to own any specific materials, books, instruments or equipment;
- property or equipment has been damaged as a result of a pupil's behaviour.

Voluntary Contributions

A contribution may be requested:

- optional extra activities if parents are willing to accept a charge for the costs;
- an activity that takes place outside school hours;
- any activity provided they do not exceed the actual cost of the activity;
- any materials, books, instruments, equipment or tuition fees for providing education that is not part of the National Curriculum or of a syllabus of a prescribed examination;
- the cost of board and lodging on a residential visit;
- transport provided for any activity and school trips;
- musical tuition that is not part of the National Curriculum.

Support for Parents/Carers

The Governing Body will:

- support any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties;

Voluntary Contributions

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity.

We will inform parent/carers:

- if planned activities depend on voluntary contributions for part or all of the cost;
- that there is no obligation on them to make voluntary contributions;
- that an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions;
- that no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay.

Policy Review

This policy will be monitored by the Governing Body and Headteacher.
It will be reviewed in November 2020.

Mrs J. Simons
November 2018

Further Information:

Department for Education *Charging for School Activities* (May 2018)

<https://www.gov.uk/government/publications/charging-for-school-activities>