

Victoria Primary School

Charging & Remission Policy

Revised 2008 - 2009

**Our learning goal is to ignite our curiosity, motivate, challenge and inspire us
so that:**

Together we aim for the stars.

Victoria Primary School

Policy Document

Charging and Remissions Policy

The following code of practice has been drawn up in accordance with the requirements of the Education Reform Act 1988 and covers the circumstances in which pupils will be charged for activities organised by the school.

1 Visits

- a) No charge will be made for visits within school hours (see Appendix) but the school may ask for voluntary contributions to defray the cost of admission fees, transport, etc.

Children will not be prevented from taking part in a visit because of an inability to make a contribution.

If there are insufficient voluntary contributions it will be made clear that the visit may not take place.

When pupils take part in a residential visit deemed to be in school hours, charges will be made for travel and board and lodging costs. Charges will not exceed the actual costs.

Parents in receipt of family credit or income support can apply for board and lodging charges to be remitted. However, voluntary contributions may be made.

- b) Optional extras not necessitated by the National Curriculum will be charged to the pupils.

2 Materials used by pupils

The school will make no charge unless the pupil wishes to keep the completed article in which case the parents must either purchase the materials from the school or provide the materials themselves e.g some Design and Technology projects.

3 Music

Peripatetic music lessons will be charged to the pupil to cover the cost of provision. Parental agreement will be sought in advance of charging for tuition.

Pupils entitled to free school meals may be awarded a bursary from the county council. Parents will be asked to fund the difference between the bursary and actual costs.

4 Team Games

No charge will be made to pupils for travel expenses to away games. Voluntary contributions from parents towards the cost are welcomed.

All swimming lessons given in year 5 are paid for by the school but pupils are asked to walk to Cogan leisure centre to save costs of bus hire.

5 Replacement of School Property

The replacement cost of lost or damaged items of school property may be charged to the pupils when this is a result of the pupil's behaviour.

Parents are asked to contribute to the cost of replacing home reading books that are borrowed but not returned.

Activities organised by Third Parties

While the school may pass information from third parties to parents it will not accept liability in the event of parents making agreements with such parties whether the activity takes place inside or outside school hours.

- 6** The charges outlined in this policy, in exceptional circumstances, may be remitted in whole or in part at the discretion of the Head Teacher.

Appendix

The Education Reform Act 1988 distinguishes between visits which take place mainly during school hours and are referred to as "school visits" and those which take place mainly out of school time and are referred to as "optional extras". A "school visit" is one in which fifty per cent or more of its total duration, including travelling time, falls within the school day excluding lunch break. For "school visits" of more than one day there is an extended definition.

Signed:

Headteacher

Chair of Governors

Date:

VICTORIA PRIMARY SCHOOL

EDUCATION VISIT – FORM OF CONSENT

Dear Parents

The school is planning a visit to _____

for Year _____ pupils on _____.

We will leave school at _____ on _____ and return

at _____ on _____.

The estimated cost per pupil to cover insurance, transport and entrance is

£_____.

A voluntary contribution would be appreciated towards the cost of this visit. We are obliged to point out that a contribution is not compulsory. Failure to make a contribution will not result in pupils being treated differently. However, the school funds are very limited and sufficient funds need to be voluntarily contributed for the trip to go ahead.

Yours sincerely

T.Taylor
Head Teacher

I agree to contribute the above amount. () Yes () No

I wish my son/daughter _____ (name) to be allowed to take part in the above mentioned school visit and, having been given information on the visit, agree to his/her taking part in any or all of the activities described.

If your child suffers from a particular complaint, please enclose a letter giving details of the complaint and its treatment. I consent to any emergency medical treatment necessary during the visit.

Signature of Parent/Guardian

Date _____

Monitoring and Review

This policy should be reviewed annually and will be updated as necessary.

Date: _____

Signed: _____ Head Teacher

_____ Governor