



Pennyhill Primary School
Charging and Remissions Policy

1. Admissions

We do not make any charge for admissions to the school.

2. School meals and school milk

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per meal decided by the Local Authority.

There is no charge for school milk for children who are under five years of age. Also if the parent is in receipt of benefit based free school meals they can also apply for free school milk for their child regardless of the child's age.

3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

4. Activities that take place during school hours (this does not include the break in the middle of the school day)

The following is a non-exhaustive list of additional activities that may be organised by school during the school day, for which voluntary contributions will be invited from parents:

- Toast for Nursery children (snack time)
- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips;
- visitors and artists;
- musical events

We may also charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- lost items (eg books/ book bags)
- optional extras (section 5)
- music or vocal tuition (section 8).

5. Optional extras

The school may charge for optional extras. Optional extras are:

- education provided outside of school time that is **not:**
 - a) part of the National Curriculum



- b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- c) part of religious education

- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education
- after school activities run by external providers
- board and lodging for a pupil on a residential visit.
- the provision of school milk (for children over five years of age)

The cost of optional extras

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 4.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in section 5.

7. Residential activities

Our school will not charge for:



- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may be reduced for those pupils granted a subsidy, but no other pupils will be charged extra to cover those costs.

8. Music tuition within school hours

Pennyhill Primary follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

The school will charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

9. Extended services

At Pennyhill we provide toast from 8:30am to 8:45am. This service is available to all children on roll with us and we do not make any charge for this service.

10. Damage to property and breakages

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

11. Subsidies

The school may choose to subsidise part of the payment of some charges for certain activities and pupils, and this will be determined by the Governing Body and Headteacher.

The school will give consideration to the reduction of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance



- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for concessions will be dealt with confidentially.

The Headteacher/Chair of Governors will authorise any concessions.

12. Voluntary contributions

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents/carers by the school. If the activity is cancelled all monies paid will be returned to parents/carers.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

13. Inability or unwillingness to pay

Pennyhill Primary is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Signed by:

_____ **The Chair of Governors** **Date:**

_____ **Headteacher** **Date:**

_____ **School Business Manager** **Date:**

This policy will be reviewed March 2017