

GREEN PARK SCHOOL

Charging & Remissions Policy for Educational Activities

Sections 106- 11, 117 and 118 of the Education act 1988, superseded by the Education Act 1996, sections 449-462, set out the circumstances in which educational activities may attract charges from parents both in or out of school hours. The Governing Body at Green Park School has adapted the Model charging policy and Statement provided by Milton Keynes Council.

The policy consists of the following:

1. A charge will be made for any activity which the Governing Body arranges and for which a charge may be made, as set out in the Education Acts, where the activity takes place wholly or mainly outside the school session time.
2. In general, all participants in any educational activity arranged by the Governing Body and for which a charge may be made, as set out in the Education acts, will be expected to meet a charge levied by the Governing Body.
3. Where a third party provides educational activities its charges will be passed on to the parents of participating pupils.
4. The Governing Body will levy a charge for tuition in playing any musical instrument, where the tuition is provided individually or to a group usually of no more than four pupils.

Charges can also be made for:

- Art/craft and Cooking – charges will be made to cover the cost of ingredients and materials for finished work where parents have indicated that they wish for the finished article to be taken home.
- Breakages and Damage – where parents will be required to meet the costs of breakages or damage to school property and buildings as a result of their child's misbehaviour.
- Books – where a charge will be made for loss or damage.

Background Documents:

- Milton Keynes Council Statement on Charging for Educational Activities (Sept 1998)
- Education Act 1988. sections 108-111, 117 and 118
- Education Act 1996, sections 449.462
- DfES Circular 2194.

Charging for visits, trips and additional activities.

In any letter sent home to parents the words "cost" or "charge" will mean the amount of the voluntary contribution asked for from each pupil in order that the activity can take place without placing undue burden on the School's budget.

For a day visit / activity :

*"Parents/pupils are not obliged to make a contribution to the cost of the day visit and pupils will not be excluded through inability or unwillingness to pay. However, the visit can only go ahead if there are sufficient contributions to cover the costs. Parents are therefore invited to make a voluntary contribution to cover the cost, which is worked out per child. This covers the entrance fee and travel and/or fees of any activity. Payment can be made in instalments."**

If the number of parents and/or the amount of the contributions does not fully cover the expenditure required for the visit/activity then the Headteacher will normally decide that it cannot take place. S/he has the authority to permit the activity to go ahead if s/he feels it is warranted and will make appropriate arrangements for it to be subsidised from a suitable budget. This will only be in rare circumstances.

For a residential visit:

"The charge/cost is made up of a charge for board and lodging, which will be made for all pupils except where parents receive Income Support, Family Credit, Income Based Job Seekers Allowance or Disability Working Allowance. Requests for remission of this charge should be made in writing or in person, in confidence, to the Headteacher. Evidence may be required. Details of the amount charged for board and lodging can be obtained upon request and will be provided within 10 working days of such a request being made in writing.

*The remaining cost covers activities, transport, insurance etc. and parents are invited to make a voluntary contribution towards the costs. You are not obliged to make a contribution and pupils will not be excluded through inability or unwillingness to pay. However the visit can only go ahead if there are sufficient voluntary contributions to cover such costs. Arrangements are available for the payments to be made in instalments."**

If the number of parents and/or the amount of the contributions does not fully cover the expenditure required for the visit/activity then the Headteacher will normally decide that it cannot take place. S/he has the authority to permit the activity to go ahead and will make appropriate arrangements for it to be subsidised from a suitable budget. This will only be in rare circumstances and will not happen if s/he is of the opinion that subsidising the trip is an inappropriate use of public or other funds. This will be the case if parents who do not qualify for a remission of the costs decide they are unwilling to make the required contribution.

Music Tuition

The school may charge for this at a rate intended to ensure that the full costs of the Music Service charges will be met. Parents will be required to give at least one term's notice of withdrawing their child from the sessions. Charges will be reviewed regularly in order to ensure that they are appropriate.

The charge/cost is made for all pupils with the possible exception where parents receive Income Support, Family Credit, Income Based Job Seekers Allowance or Disability Working Allowance. Requests for remission of this charge should be made in writing or in person, in confidence, to the Headteacher. Evidence may be required and the decision to remit all or part of these charges will be at his/her discretion.

** Taken from LA policy document.*