



# Busill Jones Primary School

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## BUSILL JONES PRIMARY SCHOOL

### CHARGING AND REMISSION POLICY FOR SCHOOL ACTIVITIES

#### INTRODUCTION

It is the right of every pupil to receive free school education and activities offered wholly or mainly during normal teaching time must be made available to all pupils regardless of their parents' ability or willingness to help meet the cost. Whilst recognising that the Education Reform Act gives schools the discretion to charge for optional extras provided wholly or mainly out of school hours and to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, whether during or outside school hours, Walsall Council, nevertheless, trusts that schools will not abuse this power and that they will always take particular account of pupils whose families are suffering financial hardship.

Busill Jones Primary School will ask parents for voluntary contributions to the costs of Educational Visits within school time. Providing a significant percentage of contributions are received, the visit will take place and the shortfall in the cost of the visit will be met from school funds. Children will not be excluded from a visit because they have not made a contribution.

#### POLICY STATEMENT

The Governors of Busill Jones Primary School accepts the Authority policy on charging and remissions as far as is appropriate to this school.

The Authority's policy on specific matters relating to charging and remission, which incorporates guidance to schools on certain activities arranged by them, is as follows:

1. Practical Subjects Where parents have indicated in writing that they wish to own a finished product, schools may make a charge. The charge shall not exceed the cost of the materials used by the pupil.

2. Transport. Where a pupil travels direct from home to a place of work experience and vice versa, parents can be asked to meet the cost of such travel, except that no charge should be made in respect of pupils whose families are in receipt of Income Support or Family Credit. Where activities of this sort are organised by the school, the school will be expected to meet the travelling costs of these pupils.
3. Optional Extras. A charge may be made for optional extras provided wholly or mainly outside school hours except where such activities are provided:
- a. To fulfil any requirements specified in the syllabus for a prescribed public examination
  - b. Specifically to fulfil statutory duties relating to the National Curriculum
  - c. Specifically to fulfil statutory duties relating to Religious Education. Participation in optional extras will be on the basis of parental choice and prior confirmation in writing is required from the parents that they are willing to pay charges. The charge per head cannot exceed the actual cost providing the optional extra, divided equally by the number of participating pupils and may include elements for:
    - (i) a pupil's travel costs
    - (ii) a pupil's board and lodging costs
    - (iii) entrance fees to museums, castles, theatres, etc
    - (iv) insurance costs.

Board and lodging costs are covered under a separate heading.
4. Board and Lodging. A charge may be made for board and lodging in connection with residential activities. The charge cannot exceed the actual cost of providing board and lodging and prior written confirmation from the parents is required that he/she is willing to pay the charge.
5. Public Examinations Where a pupil has not been prepared for a public examination by the school (including GCSE re-sits) but has been allowed by the school to sit the examination at the school as an examination centre, schools may make a charge for the examination entry fee. Prior written confirmation from the parent is required that

he/she is willing to pay the charge. Where a school prepares a pupil for a public examination not prescribed in regulations, even outside school hours, a charge should not be made for teaching costs or for the examination entry fee. Where a pupil fails without good reason to complete the examination requirements for any public examination for which he has been entered and a fee paid, schools may recover the fee from the parents regardless of whether the examination is prescribed.

6. Breakages Parents can be asked to pay for the cost of replacing broken windows or damaged books, etc, where this is a result of pupils' behaviour.

The Governing Body of Busill Jones Primary School adopted this policy on \_\_\_\_\_.

Next review date: February 2018.