



Kings Langley Primary School

CHARGING & REMISSIONS POLICY

updated March 2018

INTRODUCTION:

We recognise the valuable contribution that additional activities can make towards the children's personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the children of our school, and as additional activities. We will also adopt the LEA's charging policy as stated in the 'Handbook of Financial Regulations.' Charges made for activities, equipment and services etc. will be calculated only to cover costs and not to make a loss or a profit.

CHARGES:

The Governing Body reserves the right to authorise a charge in the following circumstances for activities organised by the school;

Activities outside of school hours - The full cost for each parent/carer for activities deemed to be optional extras taking place outside school hours such as Theatre and Concert visits.

External Activities within school hours - (including residential visits) the full cost for each parent/carer when the school has to consider the cost of teaching supply cover, insurance cover, pre-risk assessments and planning, and administration.

Instrumental Tuition - The cost to the parent/carer for providing optional group or individual instrumental tuition.

Charging in Kind - The Governing Body may charge for ingredients and materials or require them to be provided, if parents/carers will own the finished product. The Governing Body may also charge for the cost of repair and/or replacement of items wilfully damaged or loaned and which are subsequently damaged or lost.

REMISSION:

The Education Reform Act 1988 requires that charges be remitted in relation to the cost of individual musical tuition in the case of parents/carers are in receipt of income support or family credit. The school will aim to provide assistance for children from families in financial need and parents are advised to contact the Headteacher in confidence.

VOLUNTARY CONTRIBUTIONS:

Legislation allows the school to charge parents/carers for the cost of a given activity or visit. The contribution however, must be optional, and with prior parental/carer agreement. Parents/carers are asked therefore to contribute voluntarily towards the cost for:

- Educational visits to museums, theatres, and other sites of interest, which support the child's learning.

- Visits by authors, poets, environmentalists, puppeteers, theatre groups and other experts who come into school to extend the children's knowledge and experience.
- Group instrumental tuition that is deemed to be required by the National Curriculum.
- Nursery contributions towards snacks, cooking and other consumables.

School outings and day trips therefore only operate if parents/carers provide the voluntary contribution suggested by the school. If only some parents/carers were to do this and it was considered that insufficient funds were available to make the proposed activity viable, then in the interest of fairness amongst all the children the school outing or trip may be cancelled.

REFUNDS:

Refunds are not normally made for any activities but if the request is based on the non-attendance of a child, a refund may be considered at the discretion of the Headteacher. Certain activities, equipment and services etc. have to be paid for in advance of use or the event. Parent/carers are advised to consider their own travel insurance cover.

If for any reason there is a surplus of funds once an activity has been completed, the school will advertise that a refund is available to parents/carers only if the following conditions apply:

- That the refund per child is in excess of £5 for residential trips
- That the refund per child is in excess of £1 for all other activities
- That the refund is collectable only from the school office within a specified time scale

Both these conditions are necessary in order to make the administration of refunds worthwhile, viable and economic. Any amounts of potential refund less than £1 per child (or £5 per child following residential trips) will be added to the school's own fund related to similar expenditure, and are therefore likely to be used for other activities for the relevant year group.

Kings Langley Primary School looks forward to the support, understanding and generosity of parents/carers.

NB:

Standard paragraph to be added to all letters to parents/carers regarding school outings where voluntary contributions are applicable -

"It is necessary for voluntary contributions for this visit to take place.