



# Toton Bispham Drive Junior School

## Charging and Remissions Policy for School Activities

### 1. General Principles

The Governing Body recognises the valuable contribution that a wide range of activities, including visits, residential experiences and clubs, can make towards all aspects of children's education. Accordingly, the Governing Body wishes to promote and provide as far as possible such activities as part of a broad and balanced curriculum for pupils attending the school.

### 2. Charges

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

#### 2.1 Residential Activities

Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the head teacher **EXCEPT** in the circumstances described at paragraph 3.1 below.

#### 2.3 Activities held outside school hours

The school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences, and are known generally as "optional extras". Charges may be made for these activities **EXCEPT** where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to National Curriculum or to religious education in which case they are not regarded as optional extras as such and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described at paragraph 3.1 below).

Parents will be notified in advance of any "optional extras" which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The charge may however include an appropriate element for such things as:

- i. The pupil's travel costs;
- ii. the pupil's board and lodging costs;
- iii. materials, books, instruments and other equipment\*\*;
- iv. non-teaching staff costs;
- v. entrance fees to museums, castles, theatres etc;
- vi. insurance costs;
- vii. the expenses only of participating teachers engaged on a separate contract for services to provide the "optional extra" (**the cost of any teacher employed by the governors/County Council cannot be charged to participating pupils**).

Any remission arrangements for such activities will be at the discretion of the head teacher, **EXCEPT** in the circumstances described at paragraph 3.1 below.

**2.4 Materials and Ingredients:** a charge will only be made for any materials and ingredients relating to activities taking place **during school hours** where parents have indicated **in advance** a wish to own the finished product e.g. in home economics or Technology. Alternatively parents may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

**2.5 Examination Fees:** no charge will be made for a prescribed public examination for which a pupil has been prepared by the school. Charges for other, non-prescribed public examinations or prescribed examinations for which the pupil has not been prepared by the school will be at the discretion of the Head teacher.

If a pupil fails without reasonable cause to complete the examination requirements of any public examination, prescribed or otherwise, for which the school has paid, or is liable to pay, an entry fee, the fee involved will be recovered from the pupil's parents. The examination fees payable by parents in these circumstances may be remitted if the school is satisfied that the cause of a pupil's failure to complete the examination requirements was reasonable. Each case will be considered on its individual merits. As a general guide, however, the payment of examination fees will only be remitted if a pupil was prevented from completing the examination requirements because of illness or some other very exceptional circumstances.

**2.6 Music Tuition:** an amount may be charged in relation to teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

### **3. Remissions**

3.1 Where the parents of a pupil are in receipt of Income support, income-based Job Seeker's Allowance, support under Part VI of the Immigration and Asylum Act 1999, or Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by Inland Revenue) does not exceed the current limit, the school will remit **half** the cost of board and lodging for any residential activity it organises for the pupil if the activity:

- i. takes place within school hours, OR
- ii. forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours.

3.2 Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the head teacher. Any subsidy provided by the school will be met from the funds at its disposal e.g. School Funds or School Budget.

### **4. Voluntary Contributions**

Nothing in this policy statement precludes the head teacher from inviting parents to make voluntary contributions for the benefit of the school or in support of any activity it organises, whether during or outside its normal hours of opening. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any such invitation.

### **5. Breakages and Damage to School Property**

The head teacher reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

### **6. Refunds**

When booking for an activity/trip the terms and conditions for refunds will be explicit on the booking form.

### **7. Review**

The head teacher and Governing Body reserve the right to review and amend this policy statement from time to time, as appropriate.