



St Hilary School

Charging and Remissions Policy

The Education Reform Act (1988) introduced new provisions on charging for school activities. The purposes of these provisions are:

- To maintain the right to a free education.
- To ensure that activities offered as part of the National Curriculum and wholly within normal school time should be available to all pupils, regardless of their parents' ability or willingness to help meet the cost.
- To give educational authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- To confirm that schools may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, either in or outside school hours.

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual music tuition.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, the school may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid the full contribution. These children will not be treated differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded and the school will provide this information on request.

Where major expense is involved or where deposits have to be paid by the school to secure bookings, a deposit may be requested from parents. This should be in the region of 10% and will only be refunded to parents if the school or relevant outside agency decide to cancel the event.

Parents or carers on low incomes and in receipt of the relevant benefits may be entitled to a partial remission of charges in instances when parents are asked to contribute towards the cost of a school visit. The list of relevant benefits has been aligned with the Free School Meals criteria. Any parent who thinks they may qualify for Free School Meals entitlement should contact the school office who will provide them with an up to date list of the criteria and provide further support in completing the necessary paperwork.

The following headings detail the main areas of additional activities which St Hilary School aims to provide, together with the school's policy regarding charging for these activities.

Residential Visits

These are visits which require the pupils taking part, to spend one or more nights away from their usual overnight accommodation.

In these circumstances schools can charge for board and lodging but the charge must not exceed the actual cost for the pupil. Children of parents in receipt of Free School Meals may be exempt from this charge. The school will apply to a variety of charitable sources for funding to aid these pupils. Parents who would like this support should apply to the Head teacher *before* the date that any deposit is due.

Other costs and activities can be funded by voluntary contributions. These costs can include an appropriate element for:

- Travel costs
- Materials, books, instruments and other equipment
- Non-teaching staff costs
- Accompanying staff board and lodging costs
- Entrance fees to museums, castles and other places of interest
- Insurance

Any non-educational activities should be optional and the parents should agree to their child taking part and commit to paying for these activities before a chargeable activity is arranged.

Day Trips and Visitors

No charge is made for visitors or non-residential activities taking place during school hours. However parents may be asked for a voluntary contribution to help cover the cost to the school.

Music Tuition

The school may charge for individuals or groups of two or more to receive instrumental or vocal tuition, which takes place during the school day, in instances where the parent or carer has requested the tuition. Any hiring of instruments will be done directly between the parent and the Cornwall Music Service.

However instrumental or vocal tuition, which is part of the National Curriculum or is delivered to the whole class as part of the Wider Opportunities programme, cannot be charged.

Breakages

The school is permitted to ask parents to pay for the cost of replacing a broken window or defaced, damaged or lost resources where this is the result of a pupil's behaviour.

Swimming

The school organises swimming lessons for children in years EYFS to year 4. Swimming lessons take place in school time and are part of the National Curriculum. We make no charge for the swimming lessons but request a contribution for the cost of the coach to take the children to the leisure centre. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

Lettings charges

The Governing Body and Headteacher are responsible for setting charges for the letting of the school premises. The scale of charges is reviewed annually by the Governing Body. ***See 'St. Hilary School Lettings Policy'.***

Reviewed by: Finance and Resources Committee

Date reviewed: 10.09.17

To be reviewed: Summer 2020