



CHARGING AND REMISSIONS POLICY

Governors' policy on charging for school activities is as follows.

Baines Endowed VC Primary School is committed to providing all the children of the school with a range of first hand experiences. Indeed, our school aims represent this fact very strongly. As such, we provide a range of trips associated with work in each year group as well as a longer residential trip.

Wherever possible, we seek to make local visits and make use of the vast wealth of local history and geography. This enables us to avoid the use of a coach that adds dramatically to the cost of a visit.

Teachers review their programme of visits on an annual basis to ensure maximum educational value. The school will also respond to visits that become available due to a special event or similar.

The commitment of staff in organising, arranging and giving up their own time, in many instances, is second to none and is acknowledged. It marks this school out from others very strongly. The Headteacher actively seeks out opportunities for pupils to benefit from activities for which there is no cost.

Voluntary Contributions

Historically the school has been very well supported by parents making voluntary contributions which have allowed school to offer a diverse and varied programme.

The Headteacher will make clear the importance that the school attaches to such opportunities before a child joins the school i.e. via the school prospectus, when parents view the school and at the new induction meetings. The expectation will be that parents support the school.

Voluntary contributions will be asked from parents towards the cost of educational visits, residential trips or attending performances by theatre, music or dance groups in school. Any children of parents who do not wish to contribute will not be treated any differently. However, if there are not enough voluntary contributions to make the activity possible, then it may be cancelled at the discretion of the Headteacher / Finance Governors Committee.

Reminder notices are automatically sent out to parents who do not reply to the first letter regarding educational visits/trips/visitors.

Activities without charge

- Education provided wholly or mostly during school hours.
- Education provided wholly or mostly during school hours, including the supply of materials and also transport provided in school hours to carry pupils between the school and an activity.
- Wider Opportunity music tuition.

- Instrumental and vocal tuition for children in care.
- Entry for a prescribed public examination that a pupil has been prepared for at the school.

Chargeable Activities

Residential trips

For residential trips the school will charge for board and lodgings (subject to remission arrangements). Any additional costs will be covered by voluntary contributions; without which trips would not be possible. For information, board and lodgings constitute the greatest percentage of the cost of the residential trip.

Currently our Year Six class undertake a residential visit which consists of a two night stay at an outdoor centre and Year 5 undertake a residential trip for one night.

For residential trips payments will be made in several instalments as appropriate. Letters to parents will indicate that other payment term possibilities will be offered if this proves problematical.

It should be noted that no refund would be offered for behavioural issues which would result in a child being collected from a residential activity.

Charging For Peripatetic Music Tuition

- A fee will be charged to all pupils receiving school based peripatetic tuition.
- Annual charges will be reviewed to ensure that the fees cover tuition costs each year and parents will be notified of any changes to charging arrangements.
- Pupils who miss lessons because of absence or forgotten instruments will not receive a credit unless the absence is long term due to personal illness (3 weeks or more).
- If you wish to withdraw your child from instrumental tuition a minimum of one terms notice is required in writing, accompanied with payment and addressed for the attention of the school business manager.
- Fees should be paid half-termly or annually in advance.
- Governors are determined that the ability to pay should not restrict pupils access to peripatetic music. Parents are invited to discuss financial arrangements/constraints with the Headteacher.
- No guarantee can be given regarding the number of pupils in a tuition group at any one time. This will vary according to the needs of the pupil and the group.
- Pupils using 'school' instruments will be expected to cover the costs of any repairs required during the loan period. Parents may prefer to consider rental/purchase as a first option.
- Pupils can receive individual lessons in school by arrangement. For more information please contact the school office.

Other Chargeable Activities

School will also charge for educational or other activities provided wholly or mainly outside school hours which are not:

- part of the National Curriculum.
- part of a syllabus for a prescribed public examination which the pupil is being prepared for at school.
- part of religious education.
- pupils entering a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- pupils entering a prescribed public examination including re-sits where no preparation has been provided by the school.
- provision of other types of tuition e.g. vocal, dance etc. which takes place during the school day and which has been requested by parents/carers.

JB's After School Club and Early Birds Breakfast Club

Children participating in these sessions will be charged for all sessions booked. This is a charge rather than a voluntary contribution. No refunds can be provided as the Club is self-financing and have pre-booked staffing costs.

Payments are required in advance for all sessions booked and of the 1st day of every month thereafter. A maximum of two weeks deficit in exceptional circumstances may be allowed by prior agreement only. Failure to make payment in this time limit will result in a place being withdrawn. Late payments will automatically incur a late payment fee.

In cases where payments have not been made despite at least two reminder letters and no repayment plan has been agreed with the school, we may refer on to the County legal team who have the option of employing a debt collection agency. This will be used only as a last resort and only in cases where parents/carers either refuse to pay or do not respond to the offer of setting up a negotiated payment plan.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Lettings

The school will make its facilities available to outside users wherever possible at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee in line with the regulations set by Lancashire County Council. For users connected to the school the charge will be based on the site overtime costs.

Remissions Policy

There will be no charge for board and lodgings for pupils whose parents are receiving income support, income-based job seekers allowance, family credit or disability working allowance. Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.