



# TRIMLEY ST. MARTIN

## Charges and Remissions Policy

Trimley St Martin Primary School  
Revised October 2018

# TRIMLEY ST MARTIN PRIMARY SCHOOL

Additional Activities Organised For Pupils

## CHARGES AND REMISSIONS

### INTRODUCTION

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' 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 pupils of the school and as additional optional activities.

### CHARGES

The Legal position [1988 Education Reform Act]

Schools may invite but not require, parents to make voluntary contributions towards the cost of any school activities, including educational visits, whether they take place inside or outside school hours.

A charge may be made for the cost of activities provided outside school hours except where the activity is specifically required by an external examination syllabus or national curriculum legislation.

Schools are prohibited from charging for any activity undertaken within normal school hours except for board and lodging on residential courses.

In practice, for most educational visits, funding through voluntary contributions may be the simplest option. In seeking voluntary contributions for school activities schools must make it clear to parents that: -

- there is no obligation to contribute;
- pupils for whom the visit is appropriate, and whose parents wish them to participate, will not be treated differently according to whether or not their parents have made a contribution

In consequence schools are permitted and are strongly advised to:

- indicate to parents the level of contribution required for the activity to take place;
- indicate that the activity may not be able to take place if parents are reluctant to support it.

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

### School Journeys in School Hours

The board and lodging element of the following residential activities deemed to take place within school hours:

The annual residential visit by the children in Years 5 & 6 (and Year 4 where appropriate).

### BOOKING CONDITIONS - CANCELLATION for Educational Visits

In the event of cancellation by a paying member more than 8 weeks before departure, the deposit and any interim payments may be transferred to a substitute member. However, if this is not possible, then the initial deposit will be retained by Trimley St Martin Primary School.

For cancellations made less than 8 weeks prior to departure, the payments made may be transferred to a substitute member but Trimley St Martin Primary School reserve the right to charge an administration fee of £50.00, plus any direct cost incurred. However, if a transfer is not possible, then the cancellation will be subject to the following charges:-

56 –29 days before departure: 60%  
28 -15 days before departure: 80%  
14 days before departure or less: 100%

The date of effective cancellation charges will be applied on the day of receipt of written advice in Trimley St Martin Primary School. If any cancellation brings the number of pupils below the minimum number required for a particular tour price, the tour price will be adjusted accordingly.

Please note the cancellation charges are refunded, less a £10.00 excess, via the school party insurance, provided that the cancellation occurs within the terms of the policy—e.g. necessary cancellation is due to injury or illness of pupil or parental redundancy etc.

### **Activities outside school hours**

The full cost to each pupil of the following activities deemed to be optional extras taking place outside school hours:

Young Engineers	Sports Clubs	Topics Clubs	Football Club
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### **Instrumental Music Tuition**

Resources are delegated to the Governing Body by the Local Education Authority for instrumental tuition. The Governing Body has the right to make a charge to parents for all or part of the cost of providing such tuition. Charges will not exceed the cost to the school of such tuition. Charges will not be made in the following circumstances:

- Where a pupil is in receipt of (or registered for) free school meals the nationally agreed criteria for which is:
  - Income Support
  - Income-based Job seekers Allowance
  - Employment & Support Allowance (income related)
  - Child Tax Credit (without Working Tax Credit) and an annual income (assessed by HM Revenue & Customs) that does not exceed £16,190.
  - Supported under Part VI of the Immigration and Asylum Act 1999
  - Guaranteed Element of Pension Credit
  - 28 Day Working Tax Credit run on.

Current legislation allows pupils to be charged for instrumental music tuition so long as a teaching group does not exceed 4 pupils. A charge may not be levied where the tuition is provided as part of a recognised external examination course within the school's curriculum.

The decision about charges for instrumental music tuition will be reviewed annually and parents informed.

### **Materials Instruments etc**

The cost of purchase or hire of instruments, materials, equipment or clothing (or the provision of them by parents) for the following activities:

Cooking  
Model-making  
Fruit & Vegetables

The Governing Body may charge for materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

### **General**

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

## **REMISSIONS**

Where the parents of a pupil are in receipt of:

- Income Support
- Income-based Job seekers Allowance
- Employment & Support Allowance (income related)
- Child Tax Credit (without Working Tax Credit) and an annual income (assessed by HM Revenue & Customs) that does not exceed £16,190.
- Supported under Part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of Pension Credit
- 28 Day Working Tax Credit run on.

The Governing Body will remit in full the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

In other circumstances; there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by Headteacher in consultation with Chairman of Governors.

## **CHARGES FOR A LETTING**

The Governing Body is responsible for setting charges for a letting on the school premises.

A charge will be levied which includes but is not limited to the following:

- Cost of services (e.g. heating & lighting etc)
- Cost of staffing (e.g. security, caretaking & cleaning etc)
- Cost of “wear and tear”
- Cost for use of school equipment (if applicable)
- First Aid Resources

The charges will be reviewed and approved annually by the Governing Body. Current charges will be provided in advance of any letting being agreed. The school is constrained by law to apply value added tax to all transactions where this is appropriate.

The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition incurring additional cost for cleaning, caretaking or other expenses.

The school will seek to recover any costs incurred by the school that are unavoidable and result directly from the cancellation of a letting.

Reviewed: Autumn Term 2018

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