



## King David Primary School

# Charging and Remissions Policy

This document constitutes the King David School Charging and Remissions Policy required by the Education Reform Act 1988.

For the purpose of this Policy, school hours are those hours when the school is actually in session and do not include the break in the middle of the day.

i.e. Nursery

8:50am to 12:25pm 1:20pm to 3:15pm Monday - Thursday

8:50am to 12:25pm 1:20pm to 2:15pm Friday

Middle Phase

8:45am to 12:00pm 1:00pm to 3:25pm Monday - Thursday

8:45am to 12:00pm 1:00pm to 2:15pm Friday

Reception and Upper Phase

8:45am to 12:25pm 1:20pm to 3:25pm Monday - Thursday

8:45am to 12:25pm 1:20pm to 2:15pm Friday

### **Charging Policy**

The basic principle is that education for pupils will be free of charge if it takes place in school hours or is outside school hours but is required as part of the National Curriculum.

The Policy allows for:-

- (a) making charges for all activities for which charging is permitted
- (b) recovering as much of the expenditure incurred as is permitted on the basis of the cost to each child participating in the activity.

Charging is permitted for the following activities:-

- (c) for individual tuition or tuition to a group of no more than four pupils, in playing a musical instrument, unless required as part of a prescribed public examination or as part of the National Curriculum.
- (d) for board and lodging on a residential trip, not exceeding the actual cost to the pupil.
- (e) where articles are made by pupils, parents may be asked to meet the cost, or supply the necessary materials, if they have indicated in advance that they wish to own the finished product.

### **Optional extras**

Activities outside school hours which are “optional extras” e.g. extra curricula activities, school clubs, orchestra, optional visits outside school hours, may be charged for.

Participation in an optional extra will be on the basis of parental choice and a willingness to meet such charges as are made.

Any charge made may include a proportion of any transport cost, board and lodgings, materials and equipment, non-teaching staff costs incurred and the appropriate proportion of teaching staff costs where a teacher has been engaged on a separate contract for services, specifically to provide the optional extra.

Where less than 50% of the time spent in a non-residential activity falls during school hours the activity is classed as having taken place outside school hours.

### **Charging for copies of documents**

The Governors may make a charge, to cover but not exceed the cost of supply, when requested to provide copies of pupil records, policy statements, OFSTED Reports and other school documents to parents or other entitled persons.

### **Damage to school property**

If school property is damaged or lost as a result of pupils' behaviour, the Headteacher, on behalf of the Governors, may at his/her discretion, ask parents to pay for the cost of any repairs or replacement.

### **Voluntary contributions**

The Governors will on certain occasions seek voluntary contributions in support of school activities e.g. school outings, cost of transport for residential visits, and religious education.

On such occasions the request will make it clear that there is no obligation to contribute and pupils will not be treated differently whether or not their parents have made a contribution.

Any letters to parents setting out the costs of residential trips will clearly distinguish between the chargeable element and the voluntary contributions requested.

The Governors reserve the right not to proceed with any proposed activity should it prove not to be viable through lack of financial support.

Parents will not be required to pay for materials, books, instruments or other equipment (excluding school uniform) for use in connection with education provided during school hours. However, the Governors may on occasions invite parents to provide their children with particular items, in order to release resources from the school budget for other purposes. No child will be at a disadvantage because of a parent's inability or unwillingness to contribute.

### **Remissions policy**

The King David School has adopted the statutory minimum as its Remissions Policy.

At the present time this means that the LA or the Governors will provide complete remission of board and lodging charges for pupils whose parents receive Income Support or Working Family Credit if they take part in a residential visit deemed to be in school hours or are requested to take part in one for National Curriculum purposes.

However, in respect of other activities in school hours the Headteacher, on behalf of the Governors, may be able to offer help to certain pupils as individual circumstances dictate. Any such help could be provided from sources such as School Fund, P.T.A. donations, or the school's budget share.

In the case of Religious Studies, it is intended to meet costs incurred by seeking assistance from parents by way of voluntary contributions and from external sources such as K.D.R.E.S. and other educational and community bodies.