



## MAPLE PRIMARY SCHOOL, ST. ALBANS

### POLICY FOR CHARGING FOR SCHOOL ACTIVITIES

#### RATIONALE

The Governors wish to ensure that all pupils have access to all areas of the life of the school, regardless of the parents' ability to pay.

The Charging and Remissions Policy of Herts County Council has been adopted by the members of the governing body.

In the event of activities organised by the school during school hours involving the need for payment to be made, voluntary contributions are sought from the parents to cover the cost of these activities. No child is excluded from participating in the activities because of non-payment of the contribution, but it is necessary for a substantial number of parents to contribute before the activity can go ahead. Where insufficient voluntary contributions are raised to fund a trip, then the trip may be cancelled.

For board and lodging on a residential school journey (for Years 5 and 6), a charge will be made to cover the costs of the visit.

If a parent, who is not eligible to claim free activities, declines to pay the cost of board and lodging on a residential visit, then his/her child will remain at school and be educated in another class for the duration of the visit.

#### THE COUNTY COUNCIL'S CHARGING POLICY

The Authority's policy is to charge for the following areas of activity as permitted under the Education Act 1996.

- a) Board and lodging on residential visits
- b) Costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.
- c) Optional extra activities which take place wholly or mainly outside school hours but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education Participation

in any such activities will be on the basis of parental choice and a willingness to meet such charges as are made.

- d) The cost of entering a pupil for a public examination not prescribed in regulations and for preparing the pupil for such an examination outside school hours.
- e) The cost of re-sits of prescribed public examinations where no further preparation has been provided by the school.
- f) The cost of entering a pupil for a second public examination when preparation by the school enables the pupil to take more than one examination.
- g) The cost of any re-scrutiny of examination results if so requested by parents.
- h) The cost in cash or in kind of ingredients and materials needed for practical subjects such as home economics, craft and design and technology, if parents have indicated in advance a wish to own the finished product.

## **THE COUNTY COUNCIL'S REMISSIONS POLICY**

### **a) Residential Visits**

With regard to residential visits, an expression of interest will initially be sought in order to determine the potential costs involved and whether the visit will be able to go ahead. Once an expression of interest is received, it will therefore be expected that parents are willing to make the contribution required as well as the fee for board and lodging.

Parents of children attending residential visits will be charged for board and lodgings (the charge will not exceed the actual costs). Parents will then be asked for voluntary contributions towards other costs, e.g. trips and/or activities whilst on the residential visit.

### **Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

## Parents in receipt of

- Income Support
- Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit with a taxable income of no more than £16,190 and not in receipt of Working Tax Credit (Guarantee Credit)
- Pension Credit (Guarantee Credit)
- Support under Part V1 of the immigration and Asylum Act 1999.
- Working Tax Credit during the four week period immediately after employment finishes or after you start to work less than 16 hours per week

Additional categories of parents may claim help with some costs in some circumstances, at the discretion of the Headteacher.

The Headteacher should advise all parents of the right to claim free activities if they are receiving these benefits.

Where insufficient voluntary contributions are raised to fund a residential visit, and the shortfall cannot be made up, then the visit will be cancelled.

### **b) Music Tuition**

The Authority operates a remission policy in relation to individual tuition in playing a musical instrument. Details of the current scheme are available from Hertfordshire Music Service's Remission Officer Jenny Blanch on 01438 844848 or by email on [musicremission@hertsc.gov.uk](mailto:musicremission@hertsc.gov.uk).