

Policy for

Charging and Remissions

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Introduction

The Governing Body of Tetherdown Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' 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.

Preamble

1. Education at Tetherdown School is free.
2. Activities offered wholly or mainly during the normal school teaching time available to all pupils regardless of their parent's ability to meet the cost.
3. The school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. The school has the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or out of school hours.

Charges

Activities outside of the normal school will day may be subject to charges identified below. The school day begins at 8.50am and ends at 3.30pm. The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- **Extended Services**
The school runs extended day services between 7.50am until 8.50am and then later in the day after school care between 3.30pm until 6.00pm on site. The charges for these are set by the Governing Body and subsidies are available for siblings and families receiving free school meals. We also offer a wide range of extended services run by agencies at lunchtimes, afterschool and on Saturdays which are subject to a fee.
- **Offsite Activities and Activities Outside School Hours**
The full cost to each pupil of all approved activities deemed to be optional extras taking place offsite and/or out of school hours.
- **School Journeys in School Hours**
The board and lodging element of approved residential activities deemed to take place in school hours. Request a voluntary contribution towards the cost of the coach and activities.
- **Individual Instrumental Tuition**
The cost to the pupil for providing any instrumental tuition not part of normal Music and Performing Arts Centre (MPAC) peripatetic provision.
- **Charging in-kind**
The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: Design Technology, Science, Art & Craft. The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.
Supplementary resources outside of the curriculum offer which parents may wish to purchase in order to enhance pupils' attainment/progress in the home e.g. revision books.

- **Damage to property**
The cost of school property willfully damaged by a pupil, dependent on the extent of the damage. This also applies to musical instruments loaned to pupils and consequently damaged whilst in their care.
- **School Visits**
The cost to the school of a school visit should a child willfully misbehave in school and is not allowed to participate in the visit. (On-line transaction charges for school visits to be reviewed in September).
- **Residential Visits**
Cancellation made at the discretion of the Headteacher will incur charges dependent on the proximity of the deadline. Cancellation made by parents for health reasons must be supported by a medical certificate
- **Advertisement of commercial information**
Only pupil related activities will be advertised on the Parents' Noticeboard at a one off cost of £10.00 per item for a period of one month. Alternatively for a one off cost of £30.00 an electronic booking form or flyer will be emailed to parents along with the newsletter.
- **Professional duties**
The checking of personal details relating to passport applications, residency, adoption etc.

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 additional activities/transport which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

Remissions

Where the parents of a pupil are eligible for free school meals or are in receipt of the following benefits, the Governing Body must provide for complete remission of board and lodging charges to these pupils. (These have been aligned with the Free School Meals criteria):

Income Support

Income Based Jobseekers Allowance

Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,010 (Financial Year 2013/14); and the guaranteed element of State Pension Credit.

The Pupil Premium fund may be used to cover, in part or in full, the cost of any activity where the school feels it will have a positive impact on the educational outcomes for any child. (Such expenditure will be published annually.) When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.