

**MARLBOROUGH PRIMARY SCHOOL  
CHARGING AND REMISSIONS POLICY  
September 2017**



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PRIMARY  
SCHOOL**

<b>Date of Policy Review:</b>	<b>Reviewer:</b>	<b>Date Ratified by Governors:</b>	<b>Date Shared with Staff:</b>	<b>Date of Next Review:</b>
October 2017	M Roberts	18 <sup>th</sup> October 2017	October 2017	October 2018

**Article 28:** *Children have a right to a good quality education*

**Article 29:** *Children have the right to an education which develops their interests, talents and abilities*

**Charging & Remissions Policy**

The Headteacher and Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils’ learning and to contribute to their personal development. Such experiences are provided for the pupils, both as part of a broad and balanced curriculum and as additional option activities.

However, some of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curriculum and extra-curricular activities.

This policy complies with the requirements of the Education Act 1996. Further advice can be found at Appendix A – “Charging for School Activities’, November 2013, a DfE document.

**Charges:**

1 The Governing Body reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day (ie residential trips)
- After school and pre-school clubs
- Music tuition if it is not required for the National Curriculum and is provided for an individual or small groups of pupils
- Materials/ingredients required for lessons, where the parent requests that the item be taken home
- Damage to school property – the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil’s behaviour
- Visits to school by professionals, eg authors, musicians, dancers, theatre groups etc
- Hot meals, where the outside contractor is not able to collect the money directly from the parent, and the debt is charged to the school

- DBS applications from parents/volunteers who seek enhanced clearance, and who have not been requested to do so directly by the school

### **Individual Music Tuition**

2 Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

See separate 'Peripatetic Music Policy'.

### **Ingredients or Materials for practical subjects**

3 Charges may be made for, at cost or less, the supply of ingredients or materials if children wish to own the finished product.

### **Lost School Equipment, Books etc**

4 Parents will be expected to replace or pay for the cost of replacement of any lost items of school property.

### **Breakages and Damage to School Buildings, Furniture or Property**

5 Parents will be asked to pay for the cost of any damage caused as a result of a pupil's behaviour, to any of the school's buildings, furniture or property.

### **Residential Activities**

6 Parents will be charged for board and lodging for residential trips and activities which involve children staying overnight(s) at an organised, supervised event.

7 Where charges are made the cost may not exceed the actual cost to the pupil and cannot subsidise any other pupils participating. The costs incurred by teachers providing the activity may be included in the costs to pupils.

### **Voluntary Contributions**

8 Any voluntary contributions requested by the school will be requested in such a way that is clear to parents that whilst the contribution is voluntary, an activity may be cancelled and not go ahead if insufficient contributions are received to cover the costs.

9 If an activity cannot be funded without voluntary contributions, this will be made clear to parents in the initial letter to them, indicating

- (a) the nature of the proposed activity and its education value;
- (b) the contribution per pupil which would be required if the activity were to take place;
- (c) that the activity would not take place if insufficient contribution were forthcoming

10 Parents who would like DBS clearance in order to volunteer in school, or take up a placement as part of a college course, will be charged the current DBS rate for enhanced clearance.

### **Arrears/Debts**

11 Parents who accumulate debts which reach £50 or more will be written to seeking payment, either as a lump sum, or instalments. Failure to respond will result in the school seeking legal advice to recoup sums over this amount. See separate 'Debt Recovery Policy'.

## Remissions

12 Any parent whose child is in receipt of free school meals, and who feels unable to meet the full costs of any requests for payment for any of the above activities, is able to discuss their personal circumstances with the Headteacher in the first instance. The Headteacher will use discretion with regard to each case, although the expectation is that parents would pay at least 50% towards the costs.

## Current Charges for the school year 2017-18

Music Tuition	£190 per year
DBS clearance	£44 per application
School day trips	£0-15 – based on actual cost of entry/coach
Residential trips	£150 - £350 – based on actual cost of activities/transport
Ingredients	£1-5 depending on activity