



# BIDBURY INFANT SCHOOL

## Board of Governors

### Charges and Remissions Policy

#### Introduction

Sections 402, 450 - 458 and 460 of the Education Act 1996 set out the law on charging in all LA-maintained and grant-maintained schools. The objectives of the charging provisions in the 1988 Acts are to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost. Circular 2/89 (dated January 1989) sets out in specific terms the policies which need to be established by governing bodies in relation to this Act so that parents are clear on the approach to be adopted.

In complying with the above, the Governors have approved the following policy so that it can be clearly understood by teachers organising activities and by the parents of our pupils what our practice will be:

This policy will be reviewed every two years.

#### General

1. Activities offered wholly or mainly during normal teaching time shall be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
2. If the number of places available for a particular activity is limited, the school will decide which pupils should be given the opportunity to participate, without reference to parents' willingness or ability to make a voluntary contribution towards the cost.
3. Neither a pupil at this school nor his or her parents will be required to pay for, or to supply, any materials, books or other equipment for use in connection with National Curriculum Education provided during school hours. Parents may, however, be invited to provide their children voluntarily with particular items, in order to release resources for the school budget for other purposes, but no child shall be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

#### Voluntary Contributions

a. The restrictions on charging for school activities do not in any way prohibit or restrict an LA school from seeking voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours, residential or non-residential. Such contributions must make it clear:

- i that there is no obligation to contribute; and
- ii. that registered pupils at a school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

b. If the activity cannot be funded without voluntary contribution, the school will make this clear to parents at the outset. The initial letter will explain the nature of the proposed activity and its likely value in educational terms. It will then indicate the contribution per pupil which will be required if the activity is to take place. It will be emphasised that there is no obligation to contribute and that no pupil will be omitted from the activity because his or her parents are unwilling or unable to contribute, but it will be made equally clear that the activity may not take place if parents are reluctant to support it.

### **Educational visits**

Competitive prices are obtained for travel (usually coach) and party rates for admission to places of interest allow considerable reductions. Parents are notified of the per capital amount due if the trip is to be a viable one, and they are invited to make a voluntary contribution equal to this amount. If the response is such that a shortfall is likely, the parents will be informed that the visit will be cancelled.

The value of educational experience is carefully weighed before trips are planned, and it is our view that children gain a great deal from first hand learning of this nature.

From the beginning of the financial year 1989 - 90 the Authority added to our budget a small sum of money per child per year, for educational trips, etc. This amount will be used to offset costs of trips so that overall parents are paying somewhat less than the full charge to the school. A refund will be given if the pupil is ill.

### **Visits by theatre groups**

Visits by theatre groups are costed according to the charge of the group visiting and are always kept to a bare minimum. All pupils benefit from these presentations regardless of contribution made or lack of it.

## **Breakage's and Damage**

The Governors have agreed that the school will ask parents to pay for the cost of replacing items lost, damaged or destroyed as a result of a pupil's behaviour. This might, for example, cover the cost of replacing a broken window or a defaced, damaged or lost book.

**Signed..... Chair of Governors**

Approved – January 2008  
Reviewed - January 2012  
Reviewed - January 2014  
January 2016  
Next review Janaury 2018