

**THE GOVERNING BODY OF STEPNEY GREENCOAT C.E. PRIMARY SCHOOL**

**CHARGING, REMISSIONS & RECOUPMENT POLICY**

**PART A – PUPILS DURING THE SCHOOL DAY AND TERM-TIME**

The Governing Body's Policy on charging for activities will aim to ensure that no child is excluded from an activity because of the inability or unwillingness to pay on the part of the parent or carer.

Those activities for which a charge may be made are governed by the Education Reform Act 1988 and laid down in the DFE Circular 2/89.

Education wholly or mainly within school hours will be provided free of charge. The exception to this is the provision of individual music tuition which is not a part of the normal delivery of the music curriculum and music lessons. Parents and carers may be asked to contribute in part or wholly to the cost of individual music tuition and also may have to provide, or contribute to the cost of, musical instruments, music scores and associated items.

If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not make reference to the ability or willingness to pay on behalf of the parent or carer. A charge may be made for activities which take place partly or wholly outside school hours. Out of school activities will be organised to supplement and support formal learning in curriculum areas and to provide further experiences to enable children to develop their full potential.

**Optional Extras**

The School cannot require a pupil, parent or carer to pay for books and materials for use in connection with education provided within school hours. Parents or carers may be invited to provide or buy particular items on a voluntary basis e.g. book bags, Bible etc. but if unable or unwilling to comply no child will be disadvantaged.

**Clothing**

The above does not apply to the official School Uniform, but the School, in conjunction with the LA, will use its discretionary powers to assist where able. This may be in the form of an LA Clothing Grant, where their criteria are met and if such a grant is available. In exceptional circumstances assistance may be given by the use of the School's voluntary funds. The School will supply essential protective clothing when necessary, e.g. safety goggles.

**School Journey**

The School will charge only for board and lodging for those pupils involved in residential journeys, in line with sections 29-35 of DFE Circular 2/89. In addition, voluntary contributions may be requested to cover the cost of travel. All other costs of the School Journey will be borne by the School as the residential journey is a part of the school curriculum and is taking place in term time.

All parents and carers will be notified when a School Journey is organised that there is a remission of board and lodging charges for those parents in receipt of certain benefits e.g. Income Support. The school will make applications to the LA on behalf of the parent.

The Governing Body may at its discretion, and on recommendation of the Head teacher, remit part or all of the charge for a School Journey.

### School Trips Abroad

Education trips abroad and skiing holidays are only organised in the school holidays. These are always voluntary and parents and carers will be expected to meet the full cost. However, parents and carers who are in receipt of Income Support may be entitled to a grant towards the cost from the LA. Applications will be made to the LA on behalf of the parent. All applications for grants from the LA (Uniform, Free Meals & Journey Grants) will need to be accompanied by evidence of the benefit received.

### Day Educational Visits

Parents and carers may be asked for a voluntary contribution towards the cost of day visits arranged for individual classes only if the school has insufficient funds to meet the cost. However no child will be prevented from taking part in the outing because parents are unwilling or unable to pay. But it may happen that without sufficient contributions the activity may have to be cancelled. This will be made clear to parents in the letter advising details of the activity.

### Educational Theatre Visits

Parents and carers may be asked for a voluntary contribution towards the cost of theatre visits and similar activities arranged for individual classes only if the school has insufficient funds to meet the cost. However no child will be prevented from taking part in the outing because parents are unwilling or unable to pay. But it may happen that without sufficient contributions the activity may have to be cancelled. This will be made clear to parents in the letter advising details of the activity.

### Ingredients & Materials for Practical Subjects

Normally all ingredients and materials will be provided by the School. However in cases where a child wishes to retain the finished produce, a small charge can be made.

### Damage or Loss of Equipment

A charge may be made for damage or loss caused by a pupil. This will be at the discretion of the Head teacher.

### Examination Fees

Pupils are not charged for exams, including awards for swimming and sport, for which they are prepared in school.

The school reserves the right to charge parents if a pupil is withdrawn or fails to attend an examination without good reason.

## PART B – BEFORE AND AFTER SCHOOL CLUBS AND EXTENDED SCHOOL ACTIVITIES

Parents and carers may be asked for a contribution towards before and after school activities and towards extended school activities which are not a part of the provision of the normal curriculum.

Parents and carers may be asked to pay a charge for their child to attend a before or after school club or to take part in extended school activities.

Adults and young people in the community may also be asked to pay a charge towards extended school activities.

The Head teacher is responsible for determining the scale of charges for attendance at before or after school club activities or extended school activities and for keeping such charges under review from time to time.

The level of charges should only be sufficient to cover the cost of the provision of the activities and should not result in a surplus for which there is no clear purpose of from which the children or adults will not benefit.

Normally one term's notice will be given in writing prior to the increase of any charge.

The current charges applying for before and after school activities and for extended school activities are as follows.

*Example: Breakfast Club* *£5 per week irrespective of the number of days attended.*

*After School Care* *£7 per day – for the hours of 3.15 – 5.30 pm  
(including the provision of a snack)*