



Houghton Primary School

Charging and Remissions Policy Summary

The aim of this Policy is to follow the basic principle - that education should be free of charge if it takes place during school hours.

Voluntary Contributions

Although we do not charge for most of our school-time activities, we invite parents to make a contribution towards the costs we incur for activities and transport. It may be necessary to state that the activity will not take place if parents are reluctant to support it. However, there is no obligation to contribute and registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request. The essential point is that no pupil will be left out of an activity because his/her parents cannot or will not make a contribution.

We usually make a suggestion for the amount per child based on covering the costs of activities or transport. However, there is no limit on the level of voluntary contribution, which parents or others can make to school activities. Alternatively, parents could be asked to contribute towards part of the cost at the time of the visit or activity, and the rest could be met from other resources. For example, the PTA sometimes contribute to a percentage of the overall costs of an activity.

The school can charge parents for any non-residential trips or activities that occur mainly outside of school hours e.g. a late afternoon/evening trip to a theatre, weekend trips/activities etc.

Musical Instrument Tuition

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in a group of up to four, to play musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Residential Activities

We organise two residential trips each school year, for children in Year 4 and Year 6. These trips fall mainly within school time (number of school sessions missed by children amounts to half or more of the number of days taken up by the activity). For a residential activity taking place largely during school time, or essential to the education provided at the school, the contribution towards education or the cost of travel is voluntary. However, charges can be made for board and lodging in these circumstances, except for pupils whose parents are receiving:

Income Support;

Income based Jobseeker's Allowance;

Support under Part VI of the immigration and Asylum Act 1999;

Child Tax Credit (Providing that they are not entitled to Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £14,155 for the year 2006-7);

Guarantee element of State Pension Credit

As with all trips, we reserve the right to cancel the trip if we do not receive enough voluntary contributions to cover the majority of the costs. We operate staged payments through the year for residential visits in order to spread the cost and advise parents of the right to claim free activities if they are receiving the above benefits.

Remission

Parents who have contributed voluntarily may have a refund if their child is unable to take part in the trip through illness.