



# **Spon Gate Primary School**

# **Charging and Remissions**

Agreed by governors: 24<sup>th</sup> October 2012

## **Introduction**

The governors of Spon Gate Primary School are conscious of the valuable contribution which can be made to children's education by educational activities beyond the school day and beyond the day-to-day curriculum. They are required by law to state the circumstances in which they will make charges for such activities and to say when they will exempt particular individuals from those charges.

The following statements on Charging Policy and Remissions Policy are intended to fulfil the legal requirements in this respect. These statements apply only to registered pupils at the school. They do not apply to other people who take part in school activities such as parents and other children who do not attend the school.

It is, however, recognised that many activities would be put in jeopardy by a shortage of funds, unless supported by voluntary financial contributions from parents and by funds raised through the efforts of the school and those associated with it. There may be occasions when the Governors will authorise the school to sustain and encourage activities.

## **Voluntary contributions**

- The school will invite parents and others to make voluntary contributions for various school time activities.
- All requests for voluntary contributions will clearly state that the contribution is voluntary.
- The children of parents who do not make a voluntary contribution will not be treated any differently.
- If a particular activity cannot take place without voluntary contributions, that will be explained at the planning stage.
- If there are not enough voluntary contributions to make the activity possible, and if the shortfall cannot be made up from other sources, the activity will be cancelled.
- No pupil will be left out of an activity because his or her parents cannot or will not make a contribution.

## **Charging policy**

Having regard to the provisions of the Education Act 1988, the governors of Spon Gate will make the following charges:

### Board and lodging on residential visits

A charge will be made for board and lodgings for pupils taking part in residential visits, whether these are part of the curriculum or optional extras.

The charge will be the actual cost except in the case of authorised visits to Plas Dol-y-Moch, where charges will be in accordance with the scales set by Coventry City Council.

### Optional extras

Optional extras are those activities which take place mainly or entirely out of school hours and which are provided in addition to the school curriculum.

Optional extras provided from time to time by the school include, for example, sporting activities, weekend trips and evening theatre trips.

A charge will be made at actual cost to all participating pupils for optional extras. The actual cost will be made known to the parents before they are asked to agree to their child taking part in the activity, and the participation of each child will be subject to parents agreeing to meet the charges.

The school operates after school activities which are subsidised by the school. However, parents are charged for each child that attends. At the discretion of the headteacher, these charges may be waived for children and families who would particularly benefit from participating.

### Musical instrument tuition

The school provides instrumental tuition provided that is not an essential part of either the National Curriculum or any public examination syllabus being followed by the pupil. The school utilises its earmarked allocation of funds for Performing Arts to offset the costs of individual music tuition. A parental contribution is also requested.

### Materials used in school

The school will provide all materials and equipment (but not clothing) required for the purpose of the curriculum. However, in the case of art, design and technology or cookery, a charge may be made for the materials used if the parents wish their child to take the product home. The charge in such cases will not be more than the actual cost of the materials and will be declared in advance to the parents.

### Deliberate damage

Charges may be made for all or part of the cost of repair or replacement if there has been deliberate damage to or loss of school property.

### **Remission of charges**

Having regard to the provisions of the Education Act 1988 and the policies of Coventry City Council the Governors of Spon Gate endorse the City Council Charging and Remissions Policy with the following local interpretation:

#### **A Board and Lodgings on Residential Visits**

Any remittance sum entitlement which the school receives through its delegated budget will be redistributed equitably between pupils attending courses arranged by the school at Plas Dol-y-Moch.

#### **B Individual tuition in the playing of musical instruments**

Any remittance sum received through the school's delegated budget in respect of individual instrumental tuition will be redistributed equitably between pupils in receipt of tuition.