



Charging and Remissions Policy

ALLEN EDWARDS PRIMARY SCHOOL

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Charging and Remissions Policy

Introduction

The Education Reform Act 1989 Section 106-111 and 117-118 sets out the law on charging in LA maintained schools

There are four areas of activity for which payment may be required:

1. Education Visits held mainly (50% or more) in school time
2. School Journeys
3. Materials and Ingredients for practical subjects
4. Breakages, Loss and Damage

Voluntary Contributions

Schools are permitted to seek voluntary contributions to assist in the financing of any school activity. DCSF guidance states that such contributions must be genuinely voluntary and parents should be made aware:

- (a) that there is no obligation to contribute
- (b) that pupils will not be treated differently whether or not parents have made a contribution

Where an activity cannot proceed without the benefit of voluntary contributions this must be made clear to parents at the outset. Parents will then be aware that the activity may not take place without their financial support.

1. Educational Visits

When planning an educational visit, an accurate costing must be sought. Parents must be informed of the cost. Where the educational visit cannot proceed without the benefit of voluntary contributions this must be made clear in the initial letter to parents when voluntary contributions will be requested.

All such contributions should be collected before any bookings are made. An assessment of income will then be made and the proposed visit will be booked or cancelled.

All money received will be accurately accounted for by the Clerical Officers in a register so that cash may be returned in the event of a cancellation. Parents will be required to sign a receipt for any money refunded.

2. School Journeys

School Journeys will be organised as far as possible to ensure that the cost of Board and Lodging falls within the amount covered by the grant made to families who are in receipt of Income Support. Parents who are not eligible for this grant must pay for Board and Lodging.

School Journeys will only be arranged if the full cost of transport and additional activities, entrance fees, etc. can be met:

- by voluntary contributions
- by fund raising activities



- from school fund

Parents will be informed, prior to booking, which of the above will apply and that the journey will not proceed if the finance is not available.

Activities taking place entirely and substantially outside of school hours may be charged for in full.

3. Contributions from Parents

Parents may be asked to contribute to the cost of some items for practical subjects.

Parents will be asked to contribute towards the cost of non-educational events – parties and discos etc.

4. Musical Instruments

Pupils are required to maintain and care for school equipment and to meet the cost of insurance which is arranged by the school.