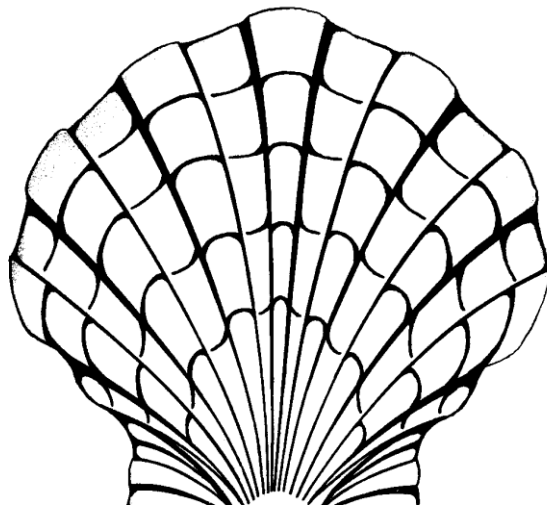


NAZEING PRIMARY SCHOOL



CHARGING & REMISSIONS POLICY

At Nazeing, we aim to provide a broad and balanced curriculum for all pupils within our care.

Introduction

The Education Reform Act 1988 states that all education during school hours should be free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and a voluntary donation of £5.00 for passport signing at the Headteachers discretion.

With this in mind and taking into consideration the law 2008, it is the Policy of this school:-

- To continue to request voluntary contributions from parents towards activities organised by the school during school hours eg. visits to museums/ places of interest; sporting activities; theatre trips or companies inside and outside of school; workshops; musical events
- The NPTFA are willing to support the funding of certain activities. Subsidies may be available for children whose parents are unable to make a voluntary contribution.
- If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity will be cancelled.
- Optional trips wholly or mainly outside school hours will be charged at full cost. These visits will not proceed where full costs are not met by all those who wish to partake in the activity.
- Board and lodging costs on residential trips will be charged .There may be special circumstances when the school may offer a small subsidy to parents in financial difficulties. These families will be expected to pay a contribution. The percentage of subsidy available will be set annually prior to the visit. Parents willing to apply for a subsidy should make a written commitment to pay the subsidised amount requested by a specified date to secure a place.
- The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.
- This school may make charges for breakages and damage to property.

AREAS WHERE CHARGES MAY/MAY NOT BE MADE:

Day and part day educational visits

For visits occurring during school time the Headteacher will invite a voluntary contribution from parents to meet the cost of the visit. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled.

Residential visits outside school time

The school organises an annual residential visit for Year 6 pupils. Parents will be asked to cover the full cost of the visit, with a £50 subsidy for those with financial difficulties. These are agreed by the Headteacher. Families of twins are always given a £50 subsidy.

The letter sent to parents regarding the residential trip states that the charge is a voluntary contribution, but it would be likely that the trip will be cancelled if the full amount is not paid by all families.

Schools may charge for board and lodgings on residential courses, except for pupils whose parents are receiving:

- *Income Support; Income-based Jobseeker's Allowance; Support under Part V1 of the Immigration and Asylum Act 1999;*
- *Child Tax Credit (providing that they are not entitled to Working Tax credits and have an annual income, assessed by HM Revenue & Customs, that does not exceed £15,575 for the year 2008/2009);*
- *Guarantee element of State Pension Credit.*

Instrumental music tuition

The school takes advantage of the Essex Music Service voucher scheme to enable children whose parents are currently in receipt of benefits to participate in instrumental tuition.

Classroom materials

No charge is made for materials and equipment. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials used.

Freedom of Information Act

If a Parent/Guardian wishes to have access to data under the Freedom of Information Act, the school will provide copies of the required documents at an administration fee of £5.00.

This policy will be reviewed periodically by the governors Finance Committee and may be amended if appropriate. Any eventuality not covered for by this policy will be considered by the Headteacher and governors and a decision made in line with the LA policy on charging.