

Policy and Procedure: Primary Charging and Remissions

Date of Board Approval: February 2017

Review date: GB free to determine



The education provided by any maintained school must be free and this includes materials, equipment and any transport that is needed to take pupils from the school to the activity such as to the local swimming pool for swimming lessons. All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. However, under the charging provisions of the Education Act 1996, governing bodies of maintained schools may choose to charge for certain defined activities, but can only do this if they have first drawn up a statement of their charging and remissions policy. Without financial support the school may not be able to provide the additional educational experiences that we plan to provide for our children.

The Charging and Remissions Policy for Khalsa Science Academy is detailed below:

Charging Policies

When organising school trips or visits to enrich or extend the curriculum and the educational experience of the children the Academy will invite parents and carers to make a voluntary contribution towards the cost. No pupil will be excluded from a trip because of the parents or carers inability to pay. However, where insufficient voluntary contributions are received there may be occasions where the Academy has to then cancel the planned trip or visit.

Every effort will be made to keep the costs reasonable and when a charge is made this will be on the basis of actual costs incurred divided by the numbers of children attending.

The permitted charge will include an allowance for the costs of teachers from the school who supervise the activity, but only if those teachers have been given a separate contract to provide the optional extra. A contract need not be a formal document. It could be a simple letter to a teacher asking him or her to provide a service on a particular occasion.

Charges for the following activities will be made:

- board and lodging on residential visits
- costs associated with individual tuition, and tuition in groups, in the playing of musical instruments, including vocal tuition, out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum)
- activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and which are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education
- the cost of entering a pupil for a public examination, not prescribed in regulations, and for preparing the pupil for such an examination outside school hours

- re-sits of prescribed public examinations when no further preparation has been provided by the school
- optional extras

The Governing Body recognise that charges cannot be made for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- education provided on any trip that takes place during school hours; education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- transporting registered pupils to other premises where the governing body has arranged for pupils to be educated
- transport provided in connection with an educational trip

Schools Hours

School "hours" mean when the school is in session (8.55am – 3.30pm) and does not include breaks or INSET days.

Damage and Breakages

The Academy may ask parents and carers to pay for damage to academy property or equipment where this is a result of a pupil's misbehaviour.