

GHYLLSIDE SCHOOL



CHARGING & REMISSIONS POLICY

At Ghyllside School everything we do is designed to work towards the fulfilment of our school vision. Our vision is:

Ghyllside School Vision and Values

'For every child to fulfil their potential, leaving Ghyllside happy, confident and kind to all'

Our Mission: Ghyllside Primary School – Growing Hearts and Minds

Our Values: Inspiring Healthy Inclusive Nurturing Experiences

This document is a statement of the principles of charging for activities and materials at Ghyllside School which enables us to fulfil this vision.

The purpose of this Policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: *8.50am – 12.00pm 12.55pm – 3.20pm.*

It was first produced during the autumn term of 2001 taking into account the Education Reform Act of 1988 and amendments of the 1993 Act.

The four guiding principles are:

- To maintain the right to free education
- To ensure curriculum activities wholly or mainly offered during timetabled hours are available to all pupils without charge
- To highlight governors discretion to charge for optional extras provided wholly or mainly outside school hours
- To enable schools to invite voluntary contributions from parents.

During the school day

- All activities that relate to the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity, (*e.g. swimming coach transport*). It

excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the music teaching or activity is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

- Voluntary contributions may be sought for activities during the school day which entail additional costs, *for example a visit to a museum, historical site etc....*
- In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.
- From time to time we may invite a non-school based organisation such as *Cumbria Outdoors* to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the head teacher to agree to their child being absent for that period.

Should there be any need for a charge to be made regarding content and delivery of any area of the curriculum that is above and beyond the norm, parents will be invited to make a voluntary contribution towards the cost of the activity:

1. Curriculum enrichment activities, e.g. visits from theatre or puppet companies.
2. Indirectly linked curriculum activities, e.g. circus skills workshops encouraging various co-ordination and fitness activities.
3. Identified trips and visits that enrich or bring the curriculum to life, e.g. farm, museum visits and other off site activities where transport and admission costs are incurred.

The school may charge for the following activities:

1. Music tuition
2. Optional extras that take place wholly or mainly outside the school day where parents have agreed to their child's participation
3. Materials or ingredients used in practical subjects where the parents have indicated in advance that they wish to own the finished article
4. Board and lodging for any residential activities
5. Trips organised by third parties.

The school may ask parents to pay for the cost of their child's carelessness or vandalism but cannot insist that a child pays. Parents are not legally liable for damage caused by their children when they are not under parental supervision.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made.

Residentials

Charges will be made for board and lodging, parents who are in receipt of Income Support, Income based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999, may be offered financial support.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases, parents will be told how the charges were calculated.

In order to make up any shortfall in overall charges by the residential provider e.g. tuition, parents will be asked to make a voluntary contribution. No child will be denied the opportunity of attending a residential if the parents do not wish to or cannot contribute voluntarily, however it is possible that unless sufficient voluntary contributions are received to cover the cost, the experience will not go ahead.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are *in receipt of Income Support, Income based Jobseeker's Allowance*.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Disadvantaged pupils

We use the school pupil premium grant to financially support disadvantaged pupils so their opportunities are not inhibited on cost grounds.