

## Maidwell Primary School

Draughton Road  
Maidwell  
Northamptonshire  
NN6 9JF

# Charging & Remissions Policy

Statutory Annual September Review

History	Details
September 2014	Date of Education Act (p2) updated to 2006 (was 1996) Consultation arrangements included in Day Educational Visits Charges for completion of Passport Applications included
September 2015	Statutory Annual Review: No changes made
September 2016	Statutory Annual Review: No changes made
September 2017	Statutory Annual Review: No changes made
June 2018	Residential Visits: reference to <i>A reply/comment sheet is included</i> amended to <i>We invite comment via email</i> Notice of Costs: <i>A maximum practical notice period will be given to Parents of the costs for day visits and six months for residential visits</i> amended to <i>A practical notice period will be given for all school visits.</i>
September 2019	Statutory Annual Review: No changes made
September 2020	Statutory Annual Review: reference to parental payment for peripatetic music lessons removed

The Governing Body of Maidwell Primary School have formally adopted this policy. The Headteacher and the Governing Body will review it no later than one year from the date of signature below.

Last Review

September 2020

Next Review

September 2021

GB Approval  
Date

Signature  
Chair of Governors

# MAIDWELL PRIMARY SCHOOL

## CHARGING POLICY

The Governors of Maidwell Primary School value the benefit that pupils gain from educational visits, both day and residential, and arts-related performances in and out of school. We recognise that these activities enhance and enrich the school's curriculum. We are committed to all pupils having equal access and opportunity to participate in these activities and acknowledge our responsibilities in light of the 2006 Education Act.

### Education Act 2006 - Charges for School Activities

The objectives of the charging provision in the 2006 Act are:

- to maintain the right to free school education
- to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their Parents' ability or willingness to help meet the cost
- to emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give LAs and schools the **discretion** to charge for optional activities provided wholly or mainly out of school hours
- to confirm the right of LAs and schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

### Residential Visits

The staff, after a provisional visit, calculate the costs with a view to their coverage but not to make a profit.

An initial letter is circulated to explain the nature of the proposed activity and its value in educational terms and an approximate cost is given. We invite comment via email. It is made clear from the outset that the trip will only take place if numbers are sufficient.

Whilst interest is gauged, a further letter is sent detailing the exact amount and breakdown of costing, a deposit is requested and an instalment payment scheme is offered. Where any payment is non-returnable this is made explicit. Those Parents who are unable to meet the cost are asked to contact the Headteacher for a confidential discussion and support is given where possible.

It is ensured that no pupil will be treated differently whether or not his or her Parents are unwilling or unable to make the voluntary contribution.

In the event of insufficient funds, the visit will not take place.

In accordance with the Act, the Charging Policy will be fully implemented except in cases where families are able to make a special representation due to exceptional financial circumstances (at the Headteacher's discretion).

## **Day Educational Visits**

Where parents have not given their annual blanket consent for their child to be automatically included in Educational Visits, a consultation letter with an outline contribution cost will be sent to those parents to ascertain the viability of any visit. Once it has been ascertained via the consultation process that the visit can take place (or otherwise), a confirmation letter is sent to all parents with an off-site consent form for return with the agreed contribution. Parents are asked to consult with the Headteacher if this presents any difficulty so that financial arrangements can be made.

Parents who do not send reply slips are discreetly contacted to ensure that all children benefit from the visit.

In the event of insufficient funds, the visit will not take place.

## **Notice of Costs**

A practical notice period will be given for all school visits.

## **Visiting Artists (eg Theatre Companies)**

A letter with reply/comment slip explaining the activity will be sent. Where possible the cost is met through a contribution from School Fund, the school budget or the PTA. On those occasions when it is not, Parents are asked for a voluntary contribution. No child is excluded due to non-payment.

## **Design Technology**

If they indicate in advance that they wish to own the finished product, parents may be requested to contribute to the cost of materials or ingredients (eg. 30p for cooking ingredients and the child takes home six cherry buns).

## **Breakages**

If non-accidental breakages or damage to the fabric and furnishings of the school occur, as a result of their child's misbehaviour, the parents will be invoiced for the full cost.

Likewise, loss or damage to loaned equipment or resources, eg. reading and spelling books and homework diaries.

## **Passport Applications**

To cover the cost of the Headteacher's time in countersigning passport applications, or other such documents, a fee may be charged to the parent requesting the certification.