

John Ruskin Primary School and Language Classes

Charging and Remissions Policy

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Next review: 2026

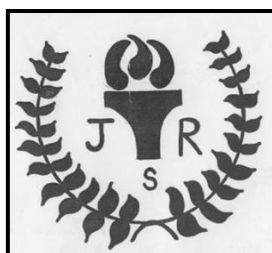
Reviewed: 2009

Reviewed: January 2011

Reviewed: January 2012

Reviewed: January 2016

Based on model LA policy



"Be Responsible, be fair, stay positive and care"

John Ruskin School and Language Unit Charging and Remissions Policy 2023

Introduction

John Ruskin School is an inclusive school offering equality of opportunity to all pupils within the school. We aim to provide a broad and varied range of experiences for the pupils. This may include trips, visits and the use of visiting groups. The Governing Body recognises the valuable contribution that a wide range of activities can make to a child's development.

Education

The school will not charge for:-

- An admission application to any maintained school
- 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
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
- Transporting pupils in connection with an educational trip

The school will charge for:-

- Any materials, books, instruments or equipment where the child's parent wishes him/her to own them
- Optional extras (see below) **and**
- Music and vocal tuition, in limited circumstances (see section 6 below)

Optional Extras

Charges may be made for some activities that are known as 'optional extras'

Education provided outside of school time that is not:-

1. part of the National Curriculum
 2. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or
 3. part of religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
 - Transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and

- Board and lodging for a pupil on a residential visit
- In calculating the cost of optional extras an amount may be included in relation to:-
 - Any materials, books, instruments, or equipment provided in connection with the optional extra
 - Non-teaching staff
 - Teaching staff engaged under contracts for services purely to provide an optional extra; this includes supply teachers engaged specifically to provide the optional extra; and
 - The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
 - Parental agreement is a necessary pre-requisite for the provision of an optional extra where charges will be made. Charges that include any element of subsidy for participating pupils whose parents are unwilling or unable to pay the full charge are prohibited. Parents will be informed how charges are worked out and whether any remissions are available.
- After School Clubs in order to cover the costs of materials, wear and tear to equipment and payment to staff and sports coaches.
- Full time nursery places (where parents are not eligible for Government funding)

Voluntary Contributions

When organising school trips, activities or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. These contributions are to enable an activity to take place and enhance the children's education. They will cover the cost incurred and not make a profit. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against and will be included if the activity goes ahead. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

The school may ask for voluntary contributions 'for the benefit of the school or any school activities'. It also states that: 'If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit'.

Residential Visits

The school will not charge for:-

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is a 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; and
- Supply teachers to cover for those teachers who are absent from school

accompanying pupils on a residential visit

The school will charge for:-

- Board and lodgings and the charge must not exceed the actual cost
- We will charge pupils an amount up to the full cost of board and lodging on residential trips whether it is classified as taking place within or outside school hours EXCEPT where pupils are eligible to remission (at the discretion of the Head teacher). In such cases no charge will be made for board and lodging

Music Tuition

The law states that all education provided during school hours must be free, but music lessons are an exception.

Charges may be made for teaching either an individual or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges will only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Transport

The school will not charge for:-

- 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 or local education authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when s/he has been prepared for that examination at the school; and
- Transport provided in connection with an educational visit

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Remissions

The school will on certain occasions, reduce the costs of certain optional extras (see definition of optional extras above) or music tuition for parents who are in receipt of certain benefits (see benefits listed in section on residential visits). Remission will be decided by the governing body on a case by case basis where 'case by case' refers to the optional extra not individual families. The school will make every effort to support a child's participation in an activity where parents are undergoing financial difficulties. Individual cases should be discussed in complete confidence with the Co-Head teachers.

Parents should speak in confidence to the Headteacher if they are experiencing any financial difficulties.

For further information see DFE advice - Charging for School Activities