



# Rookhope Primary School



## Charges & Remissions Policy

The Governors have produced a Charging and Remission Policy for Rookhope Primary School based on the Education Act 1996 and The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999. The basic principle of the 1996 Education Act provides a free education for children within the limits set by the National Curriculum.

This includes: *all activities inside school hours and on school premises; visits where half or more of the time is inside school hours; residential visits where the number of School time sessions outnumber the other half days.*

Some valuable aspects of education; however; fall outside such limits and these include *instrumental and vocal music tuition that is not part of a public exam or the National Curriculum; activities wholly outside School hours; residential visits where the number of School sessions is less than the other half days. (Board and lodging may be charged for except where parents receive particular state benefits).*

### Charging for activities during school hours

- Instrumental and vocal music tuition delivered by the DCC music service will be charged for, provided that the tuition is provided at the request of the pupil's parents or guardians. These charges may not exceed the cost of provision, including the cost of the staff who provide the tuition.
- Board and lodging costs for residential visits will be charged at the actual cost. Parents or guardians who can prove they are eligible to receive certain benefits will be exempt from paying the cost of board and lodgings.
- If parents wish to receive items made by their children, they may be asked to pay for materials used (e.g. baking and sewing, DT, art etc). Ingredients will be provided for children who cannot pay, but the item may not be sent home. In addition, a charge may be made for any study guides provided to Year 6 pupils, if their parents wish to own them.
- Provision of additional hours in our governor-led pre-school will be charged at a cost of £3-60 per hour.

### Charging for activities outside school hours

Charges may be made for education provided outside of school time that is not:

- part of the national curriculum;
- part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
- part of religious education.

Rookhope Primary School offers the following out of hours provision:

- Breakfast club 8:00 – 8:50 at a cost of £2 per day
- After school club 3:15 – 4:30pm at a cost of £2-25 per day. An additional cost may be incurred where additional materials or ingredients have been provided. In

this circumstance, parents will receive prior notification as to the anticipated costs.

### **Voluntary contributions**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards pupils' personal and social education. At Rookhope Primary School, we aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as optional activities. In order to provide these activities, it may be necessary for the governing body to ask for a voluntary contribution from parents. Where this is deemed to be necessary, school will make it clear to parents that there is no obligation to make any contribution, however the activity might be cancelled should significant numbers of children not contribute the full or part costs of an activity. No child will be excluded if a voluntary contribution is not made. Any case of financial hardship should be referred to the Head teacher, in complete confidence.

Head Teacher Signature	
Chair of Governors Signature	
Date	June 2017
Review Date	June 2019 (or earlier in the event of changes in legislation)