



Lockyer's
Middle
School

Charging and Remissions Policy

Introduction

This policy has been drawn up as required by section 449 - 462 of the Education Act 1996, which sets out the law on charging for school activities in schools maintained by local authorities in England. Under this act each school must draw up a charging and remissions policy.

The underlying principle of this policy is that education provided within school hours will be provided free of charge. The school cannot charge for any activities specifically demanded by the national curriculum. However schools are allowed to charge for certain items.

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.
- music and vocal tuition, in certain circumstances.
- community facilities.
- optional extras (see below)

Optional extras are:

- Education provided outside of school time that is not:
 - a) part of the national curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) part of religious education
- Board & lodging for a pupil on a residential visit.
- Extended day services offered to pupils, for example breakfast club, after-school clubs, tea and supervised homework sessions.

Policy Details

Music tuition

No charge is made for group music lessons within the school day that form part of the national curriculum.

Charges will be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent.

Lockyer's Middle School offers peripatetic music lessons delivered by the Dorset Music Service. Parents/guardians will be required to make one term's commitment in advance to tuition lessons. They will be required to terminate music tuition at least one term in advance by writing to the office at Lockyer's Middle School, marking the letter for the attention of the Support Services Manager. The school is not able to make refunds for non-attendance of lessons by the pupil.

No charge for peripatetic music lessons will be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989). Guardians/carers of these pupils are asked to approach the Headteacher for details.

Lettings

The governors will review the amount charged for letting of facilities annually.

The school is allowed to make a profit from these lettings provided that it is spent on the purposes of the school and or on community facilities.

Food Technology Ingredients

Normal practice at Lockyer's Middle School is for pupils to bring in ingredients from home and then to take home the finished dish. If a parent is unable to afford the ingredients they should seek help by approaching either the Food Technology teacher or the Headteacher.

Design Technology Materials

For some projects a charge is made to cover the cost of certain specialist materials. On completion of the project the pupils are then able to take these items home. If a parent is unable to afford the cost of the specialist materials they should seek help by approaching the Headteacher.

Loss and Damage to School Property

If a pupil loses an item of school property, such as library books, school planners, or exercise books the school may make a charge for a replacement item.

Where school property has been damaged by a pupil the school will charge those responsible for the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged for repair or replacement, then the school will charge some or all of the cost involved to those responsible.

The decision on how much of the cost of repairing or replacing such items will be charged to parents/guardians will be decided by the Headteacher, after consideration of the particular situation.

School Clothing Grant

Lockyer's Middle School is able to provide a school uniform grant to parents/guardians of pupils entitled to free school meals. The grant is £45.00, to go towards essential uniform items, once every two academic years. For example, once in year 5 and then again in year 7, or once in year 6 and then again in year 8. Applications forms are available via the school office. Other parents/guardians experiencing financial hardship and who would like to apply for the grant are encouraged to seek help via the Headteacher.

For details of entitlement to free school meals please see:

<https://www.dorsetforyou.gov.uk/free-school-meals>

Trips and Visits

The governors of Lockyer's Middle School believe that activities such as educational visits or visiting speakers are an extension to, and enrichment of the curriculum. When organising trips or visits which enrich the curriculum and extend the educational experience of the pupils, the school will always keep the cost to the minimum possible and will invite parents/guardians to make a voluntary contribution to the cost of the activity.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents/guardians are unwilling or unable to pay the full charge. If a parent/guardian is

unwilling or unable to pay, their child will still be given an equal chance to participate in the trip, if the parent/guardian provides written consent for the pupil to participate.

If the activity cannot be funded without contributions from parents/guardians, it will be made clear to them at the outset that the activity will have to be cancelled if insufficient contributions are received. If sufficient contributions are not raised to fund a visit, and the school cannot fund it from some other source, then the activity will be cancelled and all monies received will be refunded.

No child will be excluded from an activity, only because his or her parents/guardians are unwilling or unable to pay. However, the school reserves the right to remove any child from a trip if there is concern over his/her behaviour, discipline or safety.

Very occasionally non-residential trips not directly demanded by the curriculum, and taking place outside of school hours may be planned. Whilst the school will charge for such visits, Lockyer's Middle School aims to provide opportunities for all pupils, so those experiencing financial difficulties and feel they are unable to afford the charge should approach the Headteacher.

Residential Visits

Lockyer's Middle School aims to offer a programme of extended residential visits. Currently this includes: Year 6 - Adventure Okehampton and Year 8 - London. These visits are not demanded by the National Curriculum, and are optional to attend.

These will be offered on the same basis as for day visits and activities. However parents will be charged for the full cost of board and lodging for these trips.

Parents who can prove that they are in receipt of certain benefits are exempt from paying the cost of board and lodging on residential visits. The benefits are listed below, but follow the entitlement to free school meals, so if a pupil is entitled to free school meals at the time of the visit, then no charge will be made for the board and lodging element of the visit.

- Universal Credit
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's annual gross income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- the guarantee element of State Pension Credit;
- an income related employment and support allowance

For residential trips, where it is necessary for the school to make an advance commitment and payment to providers, any deposit received from parents/guardians will be non-refundable. Should circumstances arise that mean that a pupil can no longer attend a trip, for whatever reason, parents/guardians are asked to seek advice from the Support Services Manager at their earliest convenience.

Final Statement

The Governing Body encourages any parent/guardian who is experiencing problems in paying for any item/activity that the school requests funds for to approach the Headteacher, in confidence, to discuss the matter.

This policy has been drawn up using the guidance contained in the Department for Education publication 'Charging for School Activities'.

<https://www.gov.uk/government/publications/charging-for-school-activities>

Advice from The Council for Learning Outside the Classroom has also been used; [Charging policy, LOTC \(Adobe pdf file\) http://www.lotc.org.uk/wp-content/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf](http://www.lotc.org.uk/wp-content/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf)

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