



***Rotherhithe Primary School  
Charging and Remissions Policy  
2012  
Based on DCSF Guidance***

**1. 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.

**2. 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).

### **3. Optional Extras**

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

- 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 or
  - c) 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.

#### **4. Voluntary Contributions**

The school may ask for voluntary contributions for the benefit of the school or any school activities. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

#### **5. 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.

When the school informs parents about a forthcoming visit, we will make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support;
- 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 income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 12/13);
- The Guarantee element of State Pension Credit; and

- An income related employment and support allowance that was introduced on 27 October 2008.

## **6. 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).

## **7. 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.

## **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).

Remissions 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.