

PERRYFIELDS PRIMARY PRU



CHARGING AND REMISSIONS POLICY

Written

December 2019

Review Date	Reviewed Date	Reviewer	Action
October 2020	22.09.2020	Resources and Pay Sub Committee	Ratified by Management Committee 06.10.2020
October 2021		Resources and Pay Sub Committee	
October 2022		Resources and Pay Sub Committee	

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

This policy is monitored by the Management Committee, and will be reviewed annually or earlier if necessary.

Rationale

The key purpose of this policy is to ensure clarity over which the PRU will provide for and this where a charge may be levied.

The Management Committee at Perryfields Primary PRU recognises the valuable contribution that the wide range of additional activities, including day and residential educational visits musical and theatrical performances, can make towards the children's personal and social education. These activities provide pupils with experiences beyond the normal scope of the National Curriculum.

The Management Committee aims to promote and provide such activities both as part of a broad, balanced and enriching curriculum for the pupils of the PRU and as additional optional activities.

This policy sets out what we charge for, how we will try to make it manageable for parents and how we will help parents/carers with limited incomes.

Policy Statement

During the PRU day all activities that are a necessary part of the National Curriculum will be provided free of charge. This includes any materials, equipment and transport to take children between PRU & the activity. The PRU day is defined as 9:00am to 14:30pm.

Prohibition of Charges

The management Committee recognises that the legislation prohibits charges for the following:

- 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 an essential part of the National Curriculum.

- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- 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 provided in connection with an educational trip

When organising school trips or residential visits to enrich the curriculum and the educational experience of the children, Perryfields will not request any voluntary contributions from parents. These activities include:

- Farm visits;
- Sports coaching or events;
- Musical enrichment or visits;
- Educational visits to museums etc.

Charges

The Management Committee reserves the right to make a charge in the following circumstances for activities organised by the PRU:-

- Board and lodgings provided for children on residential visits
- Visit's front/to outside groups e.g. theatre companies, music groups
- Optional activities outside of the PRU day

Charges in Kind

Where children participate in Food Technology activities the parents/carers may be asked for a nominal contribution towards such an activity, on the understanding that the finished product is taken home at the end of the PRU day.

Remissions

If a residential activity takes place largely during PRU time, or is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel.

However charges can be made for the board and lodging in these circumstances except for pupil whose parents are receiving:

- Income Support
- Income Based Jobseekers Allowance
- Support under part IV of the Immigration and Asylum Act 1999
- Child Tax Credit , provided that the Working tax Credit is not also received
- Children identified on the Economic and Social deprivation register

The Headteacher should advise all parents of the right to claim free activities if they are receiving these benefits and each claim will be judged on its own merits.

When arranging such a chargeable activity or an activity where a voluntary contribution is requested (see below), the Management Committee will invite parents to apply in confidence via letter to the Headteacher for the remission of charges, in part or full. Where there is exceptional financial hardship in a family, the Management Committee will remit, in part or full, the cost of a PRU, class or group activity.

Authorisation of remissions will be made by the Headteacher in consultation with the Chair of Management Committee.

Voluntary Contributions

Nothing in this policy statement precludes the Management Committee from inviting parents to make a voluntary contribution towards the cost of providing an educational activity for pupils.

The contribution will be voluntary and if the parent /carer is unable or unwilling to pay the charge the child will not be excluded from the activity.

However, if sufficient funds are not received the activity may be cancelled. Parent/carers will be advised of this when the voluntary contribution is requested. Under the provision of the 1996 Education Act no charge may be made for swimming if the activity takes place during PRU hours. However, the PRU may seek voluntary contributions for this.

Breakages and damage to PRU Property

The Management Committee reserves the right to seek reparation from parents/carers where their children cause breakages or damage to personal property.

Review

The Management Committee from time to time review its Charges and Remissions policy and inform parents of any significant amendments. The Management Committee's Charges and Remissions Policy is based on, and subject to the conditions set out in the following documents.

This policy should read in conjunction with for example:

Education Act 1996 402,450-458,460

The Governors Guide to the Law

Worcestershire's Charging and Remissions Policy Statement

The Equality and Disability Policy

The above list is not exhaustive but when undertaking further development of any kind the PRU will need to consider any new guidance.