

Charging and Remissions Policy

Date: 22nd January 2008

Status

Statutory

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: from 8:50 a.m. to 3:15 p.m.

What was consulted?

The policy has been informed by *A Guide to the Law for School Governors*.

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

Roles and responsibilities of headteacher, other staff, governors

The **headteacher** will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which entail additional costs (for example, visits, performers etc.).

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example after school clubs involving additional costs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges may be made. When such activities are arranged parents will be told how the charges were calculated.

Residentials

Charges may be made for board and lodging, though in all cases we will endeavour to reduce costs for *all* parents by subsidising with fund-raising activities.

Other charges may be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

School bus

Only the school’s pupils, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued by the LA under section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can’t. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The Resources Team of the governing body will monitor the impact of this policy by receiving on a regular basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Signed:.....
Chair of Governors

Date:.....

Review Date: