



Wolborough CE Nursery and Primary School

CHARGING AND REMISSIONS POLICY

1.0 Introduction

- 1.1 The purpose of this policy is to ensure that there is a clarity over those items which the school will provide free of charge and those items where there may be a charge.
- 1.2 This policy has been informed by the Local Authority (LA) policy and the Department for Education (DfE) guidance and complements the school's 'Visits Policy'.

Definition

- 1.3 The school has defined the school day as being from 8.55 to 12.00 a.m. and 1.00 to 3.20 p.m. The midday break does not form part of the school day.

Responsibilities

- 1.4 The Headteacher will ensure that all staff are familiar with and correctly apply the policy. The Resources Committee of the Governors will review this policy annually,

2.0 Policy statement

Activities during the school day

- 2.1 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 school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of the National Curriculum, we will make a charge.
- 2.2 Voluntary contributions may be sought for activities during the school day which entail additional costs, for example field trips, class outings and curriculum enrichment activities. In these circumstances no pupil will be prevented from participating because his/her parents¹ cannot or will not make a contribution. (If insufficient funds are available it may be necessary to curtail or cancel activities.)
- 2.3 From time to time we may invite a non-school based activity, such as a theatre group or storyteller, to arrange an activity during the school day. Such activities may need voluntary contributions from parents towards the costs. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. (If insufficient funds are available it may be necessary to curtail or cancel activities.)

Optional Activities outside of the school day

- 2.4 We may charge for optional extra activities provided outside the school day, for example theatre visits or sporting visits. Such activities are not part of the National Curriculum or Religious Education. Where we wish to charge parents we will tell parents in advance. Where specific funding has been received to support particular activities, we will only charge parents the difference between the actual cost and funding received.

Education partly during the school day

- 2.5 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 and it is part of the National Curriculum. Conversely, if the bigger proportion of the time spent falls outside of the normal school day, even if it forms part of the National Curriculum, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residentials

- 2.6 Charges will be made for board and lodging, except for pupils who are in receipt of eligible benefits.

¹ For parents, read parents/carers

Calculating charges

- 2.7 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, rounded up to the nearest 50p. There will be no levy on those who can pay to support those who can't or won't.
- 2.8 Funding for those who qualify for support will come from the school budget or charitable donations. Parents who qualify for support are those who are in receipt of eligible benefits.
- 2.9 The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Definition of Eligible benefits - eligible for free school meals

Reviewed – November 2013

Next due for review – Autumn 2014