

The Good Shepherd Trust
 Academies in partnership with the Guildford Diocese Education Trust
 The Education Centre, The Cathedral, Guildford, Surrey GU2 7UP Tel: 01483 450423



Diocese of Guildford

Finance: Charges, Voluntary Contributions & Remissions Policy

Date	Review Date	Coordinator	Responsible Body
September 2016	July 2019	School's Efficiency Committee	Good Shepherd Trust Principal Finance Officer

The Trust and governing body (We) recognise that under the Education Reform Act 1988, no charge can be made for education in school hours and that every child has the right to receive free school education. We believe this policy complies with the Education Act 2002 and with the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 and The School Information (England) (Amendment) Regulations 2012. We follow the DfE guidance: Charging for School Activities, October 2014 (DFE-00244-2013).

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

Therefore, any activity which takes place mainly during school hours or is an essential part of the curriculum, will be provided free of charge.

We are aware that we are able to ask for voluntary contributions from parents when organising educational visits which will enrich the curriculum and the educational experiences of children.

We wish to work closely with the School Council and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Aims

- outline what the school can and cannot charge for
- outline the school policy for voluntary contributions and remissions
- work with other schools and the Trust in order to share good practice in order to improve this policy

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body through the Efficiency Committee has:

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- delegated powers and responsibilities to the Headteacher to ensure all school personnel and relevant persons are aware of and comply with this policy
- responsibility for ensuring this policy and all policies are maintained and updated regularly
- responsibility for ensuring all policies are made available to parents
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

- ensure all school personnel, pupils and parents are aware of and comply with this policy
- monitor the effectiveness of this policy
- annually report to the governing body on the success and development of this policy

Conditions when charges cannot be made

Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours
- part of the curriculum programme but delivered out-of-school hours
- part of a syllabus for an agreed examination for a pupil
- for statutory religious education
- musical tuition as part of the curriculum provision
- education provided on any educational visit during the school day
- education provided on any educational visit outside school hours
- the cost of supply teachers substituting for absent teachers on residential visits with pupils
- entry to public examination which is on the prescribed list
- examination re-sits

Charges for transport cannot be made when:

- transporting pupils to or from the school premises
- transporting pupils to other premises where arrangements have been made for them to be educated
- a pupil needs to sit an examination
- an educational visit has been planned

Conditions when charges can be made

Charges can be made when:

- a parent/carer wishes their child to own any specific materials, books, instruments or equipment
- property or equipment has been damaged as a result of a pupil's behaviour

Charging for Optional Extras

Charges may be levied for:

- optional extra activities if parents are willing to accept a charge for the costs
- an activity that takes place outside school hours
- any activity, provided they do not exceed the actual cost of the activity
- any materials, books, instruments, equipment or tuition fees for providing education that is not part of the curriculum provision or of a syllabus of a prescribed examination or part of religious education

- the cost of board and lodging on a residential visit
- transport provided for any activity
- musical tuition that is not part of the curriculum provision

Support for Parents/Carers

The governing body will:

- support within reasonable limits, a parent/carer in paying for any significant activity for an individual pupil if they are experiencing financial difficulties
- inform parents/carers that if they can provide visual evidence that they are on state benefits (Income Support, Jobseeker's Allowance, Family Credit, Disability Working Allowance), then they will not be charged board and lodging fees for any residential visit
- create a school fund, supported by the Friends of the School, that will support parent/carers who are unable to make full or only part voluntary contributions

Voluntary Contributions

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity.

We will inform parent/carers:

- if planned activities depend on voluntary contributions for part or all of the cost
- that there is no obligation on them to make voluntary contributions
- that an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions and moneys returned
- that no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay
- that a school fund is available in approved cases to assist those parents/carers who are unable to pay voluntary contributions

Remissions

We will remit any charge wholly or partly if any activity takes place:

- mostly within school hours, or
- partly within and partly outside school hours

Role of the School Council

Not applicable

Raising Awareness of this Policy

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations
- meetings with school personnel
- communications with home such as end of half term newsletters
- reports such as Headteacher reports to the Governing Body

Training

Not applicable

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Headteacher:	Ruth Worswick	Date:	September 2016
Chair of Governing Body:	Jeff Batchelor	Date:	September 2016