

RAMSEY MANOR LOWER SCHOOL CHARGING & REMISSIONS POLICY

Ramsey Manor Lower School is committed to safeguarding children and providing a safe, secure and healthy environment for them.
Ramsey Manor Lower School is a Values Education School. Our Values underpin everything we do.

STATUS: STATUTORY

DATE ADOPTED: March 2010

Policy agreed by staff: RS date: Nov 2017

Policy agreed by Governors: JS date: Nov 2017

Date of next review: Nov 2017

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:

EYFS: 9.00-11.45am, 1.00-3.15pm

Key Stage 1: 9.00-10.45am, 11.00-12.00pm, 1.15-2.15pm, 2.30-3.15pm.

Key Stage 2: 9.00-10.45am, 11.00-12.15pm and 1.15-3.15pm .

WHAT WAS CONSULTED?

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

RELATIONSHIP TO OTHER SCHOOL POLICIES

This policy complements the school's Equal Opportunities Policy, Curriculum Policy and Teaching and Learning Policy.

ROLES AND RESPONSIBILITIES OF HEADTEACHER, OTHER STAFF AND 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 an individual pupil or groups of up to four pupils to play a musical instrument at the request of a parent/carer, unless the teaching is an essential part of the National Curriculum or a public examination syllabus being followed by pupils.

Voluntary contributions may be sought for activities within the school day which entail additional costs, for example trips out, enrichments days, theatre visits, etc. **Without such contributions there is a limit to the number of such days that the school can provide.**

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Optional activities outside the school day

We may charge for optional, extra activities that take place outside the school day, for example clubs. Such activities are not part of the National Curriculum or religious education.

Residentials

Charges will be made for board, lodging, activities and transport. Parents who have difficulty paying should contact the Headteacher to discuss the issue in confidence.

Calculating Charges

When charges are made for any activity, whether during or outside 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 not. Support for cases of hardship will be at the Headteacher's discretion.

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