



CHARGING AND REMISSION POLICY

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The school believes that all pupils should have equal opportunity to benefit from both curricular and extra-curricular activities. The aim of this policy is to enable the school to offer a varied and extensive range of activities whilst ensuring financial barriers do not prevent some pupils from taking full advantage of these opportunities. In conformity with the Education Act 1996 our policy is as follows:

Education

The school reserves the right to charge parents/carers for:

- Any damage or loss of school property caused wilfully or neglectfully by either themselves or their child/children. School will issue an invoice as required.
- Any materials, books, instruments, or equipment, where the child's parents/carers wish him/her to own them.
- Transport which is not required to take the pupil to school or other premises the LA/governing body have arranged for the pupil to be educated.
- Board and lodging for a pupil on a residential visit (the charge will not exceed the actual cost).
- Optional extras which are:
 - Educational activities outside of school time which are not: part of the National Curriculum; part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or part of religious education.

The calculation of costs relating to optional extras may include:

- Any relevant materials, books, instruments, or equipment provided.
- Non-teaching staff.
- Teaching staff employed purely to provide the optional extra, including supply teachers.
- Teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

The charge to individual pupils will not:

- Exceed the actual cost divided equally by the number of participating pupils.
- Include the cost of alternative provision for pupils who do not wish to participate.

Voluntary Contributions

The school has the right to ask parents/carers for voluntary contributions with the following conditions:

- The governing body or head teacher will make it clear that such contributions are not compulsory.
- Parents will not be made to feel pressurised into making a contribution.
- No child will be excluded from an activity simply because their parents/carers are unwilling or unable to make a contribution.

If insufficient funds can be raised to fund a visit for all pupils, the activity will be cancelled. However, once a voluntary contribution has been made, the contribution will only be refundable under exceptional circumstances at the discretion of the headteacher. Where there are insufficient contributions to cover costs, the school will endeavour to cover the costs from other budget sources. However, the school does reserve the right to cancel the trip in such circumstances, in which case the voluntary contributions received will be refunded.

Residential Visits

The school will not charge for:

- Educational activities outside of school time which are: part of the National Curriculum; part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or part of religious education.
- The cost of supply teachers needed to cover teachers who accompany pupils on a residential visit.

The school will encourage parents who experience difficulty in making a financial contribution to speak to the Head teacher if they are in receipt of the following benefits:

- Universal Credit
- Income Support.
- Income based Jobseekers Allowance.
- Support under the Immigration and Asylum Act 1999.
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income does not exceed £16,190 (Financial Year 2016)
- The guaranteed element of State Pension Credit

Swimming

The school organises swimming lessons for identified groups of children in Key Stage 2. These take place in school time and are part of the National Curriculum hence no charge is made for this activity. The school informs parents when these lessons are to take place and notify them of the equipment needed.

School Meals

Currently, the charge for school meals is £1.80 per day/£9.00 per week for pupils and £2.20 per day/£11.00 per week for adults (staff).

Breakfast Café

The school offers a Breakfast club which runs from 07:45 – 08:45 Monday to Friday. Children are provided with breakfast and supervised activities. Currently, the charge per pupil for Breakfast Café is £1.50 per day / £7.50 per week (or 50p for a half-session). However, in order to assist larger families, there is a "Buy 2, get 1 Free" offer in place.

OOSH Clubs/Summer School

Occasionally, charges may be made for clubs/activities which take place after school or during school holidays. Any such charges will be approved by governors and prior notification will be given to parents.

_____ Chair of Governors Signature

_____ Headteacher Signature

_____ Date: