

Approved February 2019

This policy will be reviewed in January 2021 (every 2 years)

Reviewed by Finance, Premises and Safety Committee

## Charging and Remissions Policy

### Introduction

The purpose of the policy is to ensure that there is clarity over those items which the School will provide free of charge and for those items where there may be a charge. The policy has been informed by the DfE guidance.

### Definition

The school day is defined as 8.55 – 3.25. The midday break does not form part of the school day.

### Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy every two years.

### Policy statement

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 to play a musical instrument. Voluntary contributions may be sought for activities during the school day which entail additional costs (for example field trips and visits). In these circumstances no pupil will be prevented from participating because his/her parents and/or guardians are unable to make a contribution. (If insufficient funds are available it may be necessary to curtail or cancel activities)

### Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, e.g. Art, sports, gardening clubs. Such activities are not part of the National Curriculum or Religious Education.

### 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 will be made. When such activities are arranged parents/carers will be told how the charges were calculated.

### 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 or choose not to pay. Where parents/carers inform school they are experiencing difficulties, they will be informed of the possible financial support available to them. Cases of hardship

presented will be considered on an individual basis; any financial assistance in cases of hardship will be through fundraising, beneficiary or income acquired to support such cases.

### **Remission of Charges**

Parents and/or guardians who would qualify for support are those who are in receipt of eligible benefits, or in other exceptional circumstances at the discretion of the Headteacher.

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

Voluntary contributions will not be sought from parents/carers in receipt of benefits for board and lodgings for residential trips where parents/carers are in receipt of benefits aligned with free school meals eligibility criteria.

### **Voluntary contributions**

The school may seek voluntary contributions from parents/carers for the benefit of the pupils or any school activities, but such contributions are genuinely voluntary and there is no obligation on a parent/carer to make any contribution. Pupils will not be treated differently according to whether or not parents/carers have made a contribution parents/carers will be informed of the level of contribution and whether the activity could take place if parents/carers were reluctant to support it. If insufficient voluntary contributions are raised to fund a visit it may be cancelled.