



Charging & Remissions Policy

Policy Reviewed:

Agreed by Governors:

Next Review:

Headteacher's Signature:

M Robson

Chair of Governor's Signature:

C James

INTRODUCTION:

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on an annual basis by the school Governing Body's Finance Committee.

Aims and Objectives:

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments or other equipment.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum
- Instrumental and vocal tuition for children in care.
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

Voluntary contributions:

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding (e.g. school trips), subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

Chargeable activities:

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
 - (a) Part of the National Curriculum.
 - (b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
 - (c) Part of religious education.

(Note: This includes before and after school clubs run by the school).

- School meals (KS2) if not qualified for free school meals (school meals will be withdrawn from any child whose parent is up to two weeks behind with payments. Parents will be asked to provide packed lunches).
- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.

- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.
- Breakfast Club and After School Club. Payment must be made at point of booking through our online service, SchoolComms.

Individual requests for help from parents will be considered on an individual basis and help may be provided within the limits of the school's budget at the Headteacher's discretion. Complete confidentiality will be observed in all such matters.

Remissions Policy:

Vulnerable families will be supported with all costs on a needs basis.

If a child is absent from school on the day of a planned visit, any entrance fees, less non-refundable deposits made, will be refunded.

Transport costs will not be refunded, nor tickets purchased in advance of the visit when the venue does not offer refunds, e.g. theatre tickets

Staff

- Staff supervising children during indoor lunchtime will be entitled to a free school meal if eating with the children during their supervision time.
- Staff not supervising children are welcome to purchase a school meal at a reduced cost: 50p per salad; £2 per main meal, £1 per dessert.