



Charging and Remissions

Introduction

This Charging and Remissions Policy complies with statutory requirements and has been informed by DfE guidance. It will be regularly reviewed by the 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 activities.

Definition

The school day is defined as:

*8.45 -12 noon (for KS1) or 12.10 p.m. (for KS2) and
1.10 p.m. – 3.10 (for EYFS) or 1.10 – 3.15 p.m. for KS1 and KS2*

Activities without charge

There will be no charge for the following activities:

- Education provided during the school the day that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes the supply of any materials, books, instruments or other equipment and also transport provided in school hours to carry pupils between the school and the activity.
- A non-residential activity which happens partly inside the school day and partly outside of it will have no charge if most of the time spent on the activity falls within the school day.

Voluntary Contributions

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

- Any children of parents/guardians who cannot or do not wish to contribute will not be treated any differently.
- Where there are insufficient funds to make the activity viable, the activity may be curtailed or 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 the actual cost,

- Educational or other activities provided wholly or mainly outside school hours which are not part of the National Curriculum or Religious Education

(Note: This could include Breakfast clubs run by the school)

- Board and lodgings on residential visits (subject to remission arrangements).
- Provision of instrumental tuition which takes place during the school day and which has been requested by parents/guardians.

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 won't. Where activities are planned that fall mainly out of the school day, parents will be informed as to how the charges are made. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Remissions Policy

Support for payment for residential trips will be given to parents/guardians of pupils who are in receipt of income support, income based job-seeker's allowance, family credit or disability working allowance. Charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Policy reviewed October 2016

Signed _____