

New Swannington



Primary School

Charging and Remissions Policy

Approved by Governors (date) _____

Signed on behalf of the Governing Body

(Chair of Governors)

Introduction

This policy will be reviewed every three years.

Charging and Remissions

The Governing body cannot charge parents and pupils for any activity unless it has drawn up a charging policy. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which mean that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.

The governing body must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s).

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such activities are not an essential part of the National Curriculum or religious education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

Status Statutory

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: morning and afternoon sessions, with a supervised lunch time.

Roles and responsibilities of headteacher, other staff, 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 individual pupils or groups of up to four pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which entail additional costs.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge the school, who may then ask parents to make a contribution.

Optional activities outside of the school day

We may decide to charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus. Parents would always be made aware of any costs prior to the commencement of the activity.

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 may be made. When such activities are arranged, parents will be told how the charges were calculated.

Residentials

Charges will be made for transport, activities, board and lodging, except for parents of pupils who have approached the Head teacher and are in receipt of Income Support, Income-based Jobseeker's Allowance etc. After consultation with the Head teacher arrangements may be made where the school will assist in subsidising part/some of the costs. It will be by negotiation and kept confidential. In all residential trips, parents will be advised how all costs 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. Support for cases of hardship will come through voluntary contributions and fundraising.

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

Arrangements for monitoring and evaluation

The Personnel & Finance Committee will monitor the impact of this policy by receiving a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Lettings and Hire of the School Premises and the School Playing Field

These charges are in line with the Local Authority's, Hire of School Premises Recommended of Charges Administrative Memorandum N0 17. Certain letting arrangements (for example being hired by the local community) may be negotiated but will need to be ratified by the Personnel & Finance Committee.

Additional paperwork will be required by the school:

- Completed up to date risk assessment
- Public Liability Insurance Certificate
- Application to Hire Premises
- Health and Safety Information – Confirmation Form