

West Ashted Primary School

Policy for



Charging and Remissions

This Review	April 2016
Next Review	April 2021
Person responsible for updating policy	Resources 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.

This policy complements the school's equal opportunities policy, curriculum policy and learning and teaching policy.

Definition

The school day is defined as:

Infants – 9.00 – 12.00
1.00 – 3.15

Juniors - 08.55-12.15
1.15 – 3.30

Responsibilities

The head teacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

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 or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost material, trips involving traveling to another venue or visitors to school who provide a service.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time we may invite a non-school based organisation such as a visiting drama group or storyteller to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example Surrey football coaching and extracurricular clubs. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

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 will be told how the charges were calculated.

Residential

Charges will be made for board and lodging, except for pupils who meet the current pupil premium eligibility criteria.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents 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 won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who meet the pupil premium eligibility.

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 Resources Committee of the governing body will monitor the impact of this policy by receiving on an annual basis a financial report on the activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. This will be done as part of the annual review of School Fund.