




Charging and Remissions Policy

Adopted on: October 2016
Policy to be reviewed: October 2018
Last reviewed: September 2015

Signed:  Date: 2/11/16
Chair of Governors

Name: STEVE DALY

Signed:  Date: 2.11.16
Headteacher

Charging and Remissions Policy

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Charging Policy

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

Charges

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours.

'School hours' are defined as being those hours during which the school is in session, but excluding the mid-day break.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - travel
 - materials and equipment
 - non-teaching staff costs
 - entrance fees
 - insurance costs
- individual tuition in the playing of a musical instrument
- any other education, transport or examination fee unless charges are specifically prohibited
- breakages and replacements as a result of damages caused wilfully or negligently by pupils
- extra-curricular activities and school clubs
- the cost of materials, ingredients (or provision of them by parents) for practical subjects if the parents have indicated in advance that they wish to own the finished product.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Voluntary Contributions

The Governing Body may ask parents for a contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. However, in the event of insufficient contributions being made the activity may have to be cancelled and refunds will be given.

Remissions

When a parent approaches the school for assistance every effort will be made to help. Families on Income Support or Family Credit requesting assistance will usually be asked to fund half the cost of the trip/activity. Any financial support given will be confidential between the Headteacher and the family concerned.

Subsidy of activities from School Funds will be at the sole discretion of the Governing Body, exercised through the Headteacher.