



Charging and Remissions Policy

Governor approval	Next review	Responsible Person
March 2019	March 2022	School Business Manager

Charging and Remissions Policy

Guidance of charging for school activities is available using the links below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/365929/charging_for_school_activities_-_October_2014.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/481147/Governance_handbook_November_2015.pdf

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a pupil's education.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Charging

The Governing Body will make a charge for each pupil for activities organised by the school in the following circumstances:

- 1) The full cost of activities, including board and lodging for residential activities, deemed to be optional extras taking place outside school hours
- 2) The cost of providing individual instrumental tuition where this does not occur within a club, and of maintaining musical instruments provided by a school of instrumental tuition.
- 3) The cost of materials, ingredients or equipment for certain aspects of the curriculum if the parents have indicated in advance that they wish to own the finished product.

At their discretion a charge may be made for replacement of any item of school property that is lost or damaged.

The Governing Body may, from time to time, amend the categories of activities for which a charge may be made.

Nothing in this policy precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing additional activities for the pupils.

Voluntary Contributions

- 1) Parents may be asked for voluntary contributions and if an activity cannot proceed without benefit of such contributions then parents will be informed before the activity takes place.
- 2) Where an activity is counted as wholly during the school day, no child will be excluded because his/her parents are unwilling to make a voluntary contribution to the costs.
- 3) Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided by the number of pupils willing to participate. The charge will not take into account any costs of staff employed by the school.

Remissions

In circumstances of family hardship that make it difficult for pupils to take part in particular activities for which a charge is made or where parents are in receipt of child tax credit or income support, the school will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the head teacher and school bursar. Support is available to pupils and parents through Educational Assistance Fund.

Educational Assistance Fund

Purpose

To ensure that every child has equal access to all learning opportunities both inside and outside school.

Criteria

If you wish to apply your child should meet one of the criteria listed below

- a) Free School Meals
- b) Evidence of Child Tax credit or Income support
- c) Financial hardship (explained in person or writing to the head teacher)
- d) Personal circumstances (as above)

Note: both options of full or partial payment will be explored by the head teacher and signatures and decisions are taken on an individual case basis.

Process

The head teacher and school bursar manage the funding process.

2 signatures are required for transferring funds accordingly.