

CHARGING & REMISSION POLICY



EXCEEDING EXPECTATIONS

This policy will be reviewed May 2020

Introduction

This policy has been formulated in accordance with Authority's guidance on charging for school activities.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered by the Headteacher.

The Governing Body recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parents.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to make a voluntary contribution towards the cost of the trip. If sufficient voluntary contributions are not received, we may cancel the trip. If a trip goes ahead, it may include children whose parents have not paid the full contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit.

For pupils in years one to six, an annual charge will be requested in September, which will include five or six experiences per year (three will be out of school).

The voluntary contribution for 2018/19 is:-

EYFS & KS1 - £30 per year - (£22 for pupils entitled to free school meals)
KS2 - £30 per year - (£22 for pupils entitled to free school meals)

Parents will be given the opportunity to pay this monthly, via Parent Pay, from June to October each year. No other voluntary contributions will be requested.

Voluntary contributions for nursery and reception trips will be requested separately per trip.

Residential visits

The school organises residential visits for Key Stage 2 in school time or mainly school time which enrich the curriculum and enhance understanding and respect for differing cultures and beliefs. We make a charge to cover the costs of any entry fees, workshops, board and accommodation. The Governors have agreed to allocate part of the Pupil Premium funding to subsidise 40% of the cost of these residential visits for children who are eligible for free school meals. Any other parents who are experiencing financial difficulty are invited to speak in confidence to the Headteacher to establish whether any financial assistance can be offered.

All residential trips can be paid by instalments via Parent Pay.

As the school needs to book residential trips in advance, any deposit received from parents will be non-refundable, unless the trip is cancelled due to insufficient numbers. By paying the deposit, parents are giving authorisation for the child to attend the trip and are liable for the full cost, unless there are exceptional circumstances.

Non Educational Trips

The full cost of the trip will be paid by parents/carers wanting their children to attend.

Lettings charges

The Governing Body and Headteacher are responsible for setting charges for the letting of the school premises. The scale of charges is reviewed annually.

Consultancy & Training

Charges are made to external agencies and other schools for training provided by the Headteacher or other senior staff. These charges are calculated on an individual basis depending on the course/training being delivered. Standard charges have been set for delivering INSET programmes to other schools and speaking at conferences. These charges are reviewed annually.

Reviewed by: Finance, Resources & Premises Committee
Date reviewed: May 2018

Signed by Headteacher :
Date:

Signed by Chair of Governors :
Date: