

*'...those who hope in the LORD will renew their strength.
They will soar on wings like eagles; they will run and not grow weary,
they will walk and not be faint.'* Isaiah 40:31

connect | nurture | aspire | learn | excel | hope



Reculver Church of England Primary School



Charging and Remissions Policy

Date adopted by Local Governing Body: April 2016

Date of next Review: April 2018

Charging and Remissions

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: 8:50am to 12:25am and 1:25pm to 3:10pm.

What Was Consulted?

The policy has been informed (previously), by A Guide to the Law for School Governors.

Relationship to Other School Policies

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

Roles and Responsibilities of Head Teacher, Other Staff, Governing Body Members

The **Head Teacher** 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.

Charges will be made for materials, books, instruments or equipment where the child's parent wishes him/her to own them e.g. DT projects.

Voluntary contributions may be sought for activities during the school day which entail additional costs, e.g. travel, entrance fees, activity charges.

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 parents, who may, if they wish, ask the Head Teacher to agree to their child being absent from that activity 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, clubs, trips to concerts/matches etc. 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's

If the residential trip is linked to the national curriculum and all children are required to attend, charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit

If the residential trip is optional and not linked to the national curriculum then the full cost of the trip can be charged to the parent/carers. (Year 6 Residential Trips). The Governing Body will consider requests by parents for hardship payment towards the cost of these trips but only with clear evidence of financial hardship and that the school has the finances to assist.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total 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. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of Income Support, Income-based jobseekers allowance, support under part VI of the Immigration and Asylum Act 1999, child Tax Credit, and the guaranteed element of State Pension Credit. 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 Governing Body will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Signed..... Date.....
(Chair of Governing Body)

Signed..... Date:.....
(Head Teacher)