



Charging and Remissions Policy

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OL VISITS

All visits, journeys and trips must be conducted in accordance with the requirements of the Local Authority's regulations and guidelines "Management and Leadership of Offsite Work" and will take account of the school's Equality Policy and Equality and Disability Discrimination Legislation.

RATIONALE

The law regarding what may, and may not, be charged in respect of activities provided by the school within and outside the school day has always been difficult to interpret and apply fairly to all pupils. The Government has set out the law on

charges for school activities in Sections 402, 450-458 and 468 of the Education Act 1996. In accordance with the requirement of the 1996 Act Governors are required to state their policy with regard to charges and their possible remission. The document, 'Charging for School Activities' (May 2018) has also been used as guidance for this document.

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

AIMS

The aims of the charging policy are to:

- Maintain the right to free school education
- Enable all pupils to take full advantage of the activities and enrichment opportunities provided by the school

OBJECTIVES

The objectives of the charging policy are:

- To ensure that activities offered in school time should be available to all pupils regardless of their parent's ability or willingness to help meet the cost
- To identify those activities for which charges may be levied
- To determine which charges will be remitted for parents experiencing hardship
- To invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours
- To ensure that the responsibilities for the charging policy are clearly and appropriately allocated
- To ensure that the operation of the policy is systematically reviewed and the findings acted upon

POLICY STATEMENT FOR ACTIVITIES DURING SCHOOL HOURS

It is the policy of the Governing Body:

To levy a charge for the board and lodging element of a residential activity, and also for charges made by outside organisations for running activities.

In cases of financial hardship, parents are invited to approach the Head teacher in confidence, when costs may be met either in full or in part.

POLICY STATEMENT FOR ACTIVITIES OUTSIDE SCHOOL HOURS

No charge is made for after school activities run by staff or parents (except where there may be a small charge for materials eg Art Club)

A charge is made for activities provided by outside agencies with participation based on parental choice

To levy a charge for the board and lodging element of a residential activity, and also for charges made by outside organisations for running activities.

POLICY STATEMENT FOR ALL ACTIVITIES

To request voluntary contributions from all parents for school activities in or out of school time, which will only be viable if there is sufficient parental contribution.

Responsibility for approving the charging and remissions policy has been delegated to the Finance and Resources Committee

Monitoring the implementation of this policy has been delegated to the Head teacher.

REMISSION

It is the policy of the Governing Body:

To remit charges for board and lodging to parents who are experiencing financial hardship

To delegate to the Chair of Governors and Head teacher the determination of any individual case arising from the implementation of the policy

RESOURCES

The school will endeavour to fund or part-fund children suffering financial hardship by approaching the fund 'Education for all', the PTA or voluntary funding – or provide support from school bearing in mind the constraints of the budget (the latter will be in exceptional circumstances when all other sources have been explored).

RESPONSIBILITIES

The Head teacher will determine the proportion of costs of an activity which should be charged to public or non-public funds. Staff organising activities must do so within the provisions of this policy and teachers should follow the educational visits protocol.

DURING SCHOOL HOURS

Parents may be asked to make a voluntary contribution including, but not limited to:

- The board and lodging element of all residential trips and visits
- Pupil's travel costs (*Including for swimming lessons*)
- Entrance fees to museums, castles, theatres, etc...
- The engagement of teaching staff specifically for providing the activity

Charges for individual pupils may not:

- Exceed the actual cost of providing the optional extra activity divided by the number of pupils willing to participate
- Include an element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to pay
- Include the cost of alternative provision for more pupils who do not wish to participate, where a small part of the activity takes place in school hours

It will be made clear to parents that the overall cost of the trip cannot usually be met through school funds and therefore a voluntary contribution is needed in order to facilitate the trip. If there are not enough voluntary contributions then it will be made clear to parents that the trip may have to be cancelled (please see Appendix 1). The educational impact and reasoning behind the activity will also be articulated to parents in the trip letter.

Please note that individual music tuition will be charged by the provider direct to the parents/guardians and any costs incurred due to breakages must be paid for by the parents/guardians.

VOLUNTARY CONTRIBUTIONS

- The school may seek voluntary contributions from parents to include the costs for accompanying teachers for any school activity but:
- Such contributions are genuinely voluntary
- Pupils will not be treated differently according to whether parents have made a contribution
- Parents will be informed of the level of contribution and whether the activity could take place if parents were reluctant to support it

The school will charge for the following activities:

Breakages and Fines.

Parents will be charged the full cost of breakages, damage or loss to the school or establishment belonging to any organisation involved in any activity, directly or indirectly, if such damage can be shown to have been caused by their child.

If the behaviour of a pupil on a residential trip is such that the child is requested to return to their home, it is the responsibility of the parent/carer to arrange the

collection of their child and any additional costs incurred will be met by the parents. No refund will be forthcoming in respect of any monies paid to the school.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Families in hardship – Residential

The school will endeavour to apply for charitable donations for all or part of the total cost, on the grounds of hardship or vulnerable circumstance for pupils wishing to attend the residential trip in Year 6.

Families in hardship – breakfast/after school club

The Headteacher will consider individual circumstances where it would be appropriate to offer support to families for a limited time to attend either/or breakfast and after school club.