



Charging and Remissions Policy

Last review: September 2017
Next Review: September 2019
Reviewed by: Head
Adopted by: Finance Lead

CHARGING AND REMISSIONS POLICY

West Berry Federation

Policy Rationale

We believe that each child has a unique mixture of talents and we encourage every individual to reach their full potential by providing a curriculum which aims to meet academic, social, moral, physical, emotional and spiritual needs.

Purpose

To enhance the quality of all children's learning, it may be necessary to charge for some activities. It should be noted, however that no child will be prevented from taking part in any activity because his/her parents cannot or will not make a contribution (if insufficient funds are available it may be necessary to cancel or curtail the activity)

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfE guidance.

Procedures

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 an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. Voluntary contributions may be sought for activities during the school day which entail additional costs.

From time to time we may invite a non-school based organisation such as a visiting drama group or storyteller to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example after school clubs, theatre visits 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.

Remission of charges.

In cases of hardship the headteacher will consider at her absolute discretion the remission of charges (either in full or part) for those pupils who she considers will benefit.

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 or won't.

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

Guidelines

Definition

The school day is defined as: 9.00-12.10 and 1.10 - 3.10. The midday break does not form part of the school day.

Responsibilities

The headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.