Charging & Remissions Policy

Approved by governing Body	November 2021
Reviews	November 2022 – 2023- 2024 - 2025
Reviewed	November 2026

Introduction

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.

Definition

The school day is defined as: 8.40am to 3.15pm. The midday lunchbreak 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.

Statement

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.

When organising educational visits (inside and outside of school) that will enrich the curriculum and educational experiences of the children, the school will invite parents to contribute towards the cost of the visit (up to £15.00) unless there are exceptional circumstances, in which cases the voluntary contribution will be higher). All contributions from parents are voluntary.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if the school does not receive sufficient funds from voluntary contributions, we may have to cancel the visit or If a visit goes ahead, it may include children whose parents have not paid any contribution; we will not treat these children any differently from any others.

Optional Extras

Charges may be made for some activities that are known as ‘optional extras’. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional extras are:

• Education provided outside of school time that is not:

a) part of the national curriculum

b) part of religious education

• Transport, board and lodging for a pupil on a residential visit but the charge must not exceed the actual cost

• Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

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 larger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be informed how the charges are calculated.

Residentials

Charges will be made to cover transport, board and lodging during residentials.

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. 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 eligible benefits. The school will charge half the cost of the trip for these families and this will be paid through the pupil premium funding.

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

Music Tuition

All pupils will study Music as part of the National Curriculum; we will not charge for this.

If parents wish to take up these additional music lessons, that are not part of the National Curriculum, there will be a charge for this. In cases of hardship the governors will consider at their discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Breakfast Club

School offers the facility for parents to send children to Breakfast club which runs from 08.10am – 08.40am. There is a charge of £1.50 per day which includes breakfast of toast, cereal or fruit. Places are limited so children are to be booked in by contacting the office and payment is to be made via ParentPay in advance. Breakfast Club is also offered free of charge for families eligible for free school meals.