



CHARGING AND REMISSIONS POLICY

1. Review Procedures

This statement will be reviewed on an annual basis by the Governing Body's Finance committee and will be adjusted in line with any subsequent guidelines from the DFE or LA.

2. Aims

This statement sets out the school's attitude to charging, describes each type of activity which will be charged for and explains when charges will be made.

3. Principles

- 3.1** All education provided within school hours will be free. This includes materials, equipment and transport provided in school hours by the LA or the school to carry pupils between school and its activity. 'School hours' are those when the school is actually in session and do not include the break in the middle of the day.
- 3.2** All parents will be informed about school hours in the school prospectus.
- 3.3** All parents will receive a summary of school charges in the school prospectus.
- 3.4** The school may invite parents and others from time to time to make voluntary contributions towards any part of the school's work and to permit the provision of activities, which might not otherwise be possible.
- 3.5** Charges may be made for teaching music either to an individual pupil or to pupils in groups up to four. Voluntary contributions will be invited for group music tuition from outside companies who may be engaged from time to time.
- 3.6** General fundraising and sponsorship will also be used to permit additional activities. Parents will be informed of the decision to ask for contributions at the planning stage of activities.
- 3.7** No pupil will be left out of any activity provided in school time because his or her parents cannot or will not make a contribution of any kind if asked to contribute.
- 3.8** Parents will only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or religious education and when parents agree to pay.
- 3.9** No charges will be made which exceed the actual cost.
- 3.10** A charge may include an allowance for the cost of teachers from the school who supervise the activity but only if those teachers have been given a separate contract/formal letter to provide the optional extra.
- 3.11** A voluntary contribution will be requested for residential visits, except for pupils whose parents are receiving certain benefits. The Headteacher will advise all parents of the right to claim such activities free if they are receiving benefits.

Policy approved.....at Finance Sub Committee Meeting

Date of meeting: 13 June 2018

Minute Number: 12.8

Renewal Frequency: Annual



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- 3.12 When parents accompany pupils on an out of school activity, they may be invited to make a contribution towards the cost of transport and/or the activity.
- 3.13 A charge will be made for residential trips falling mainly outside school time.
- 3.14 If any school book is lost or damaged, it is the school's policy to ask parents to make a contribution.

4. School charges for pupils and arrangements for payment

The following **voluntary payments** will be requested of parents of all pupils to cover costs.

Admission charge for:	Cost	When	Notice given
Visiting theatre/music groups	Cost Price	1 or 2 per annum	2 weeks' minimum
Local trips	Cost Price	Approximately three per annum	3 weeks' minimum
Year 5/6 residential trip (extra-curricular, not in school time)	Cost Price	Every two years	3 months' minimum

5. Miscellaneous charges (other than those for pupils)

5.1 Charges for lettings

The Governing Body will follow directions from the LA regarding the use of school premises. Charges and arrangements are set out in the LA Lettings Policy.

5.2 Charges for Photocopying

Staff and others may use the school photocopier, the charge is 10 pence per black and white copy and 15 pence per colour copy.

5.3 Private telephone calls

Staff may only use the school phone for emergency personal calls. Staff are encouraged to use personal mobiles for all other private calls.

6. Collecting and banking sums collected

6.1 The school will maintain records of all charges collected.

6.2 All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account. (See Financial Regulations and Roles and Responsibilities Document.)

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