



**Christopher Reeves
Living Our Values**

**CHARGING AND
REMISSIONS
POLICY**

March 2018

Committee responsible: Learning and Achievement

CHARGING AND REMISSIONS POLICY 2018

Introduction

This policy has been formulated in accordance with the Local Authority's guidance on Charging for School Activities.

Aim

The aim of this policy is to set out what charges are levied for activities, what remissions are implemented and the circumstances under which voluntary contributions are requested from parents.

Responsibilities

The Governing Body of the School is responsible for determining the content of the policy and the Head Teacher for implementation. Any determinations with respect to individual parents are considered jointly by the Head Teacher and Governing Body.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the National Curriculum, or part of Religious Education
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- transport provided in connection with an educational trip

Publication of Information

A summary of this policy is included in the School Prospectus specifying what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges

- (a) board and lodging on residential visits such as Frontier Centre (this does not exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) any other education or transport fee unless charges are specifically prohibited
- (e) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (f) extra-curricular activities and school clubs run by outside providers,
- (g) Staff-run After School Clubs, e.g. Recorder Club where purchase of recorder and book is required.

Remissions

Children whose parents are in receipt of Universal credit (or the interim support allowances in place until its implementation) will, in addition to having a eligibility for the Pupil Premium, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

Voluntary Contributions

Parents may be invited to make voluntary contributions for activities that happen during the school day, e.g. educational visits planned to enhance learning as part of a cross curricular topic, visiting speakers and teachers, pantomimes and other theatre experiences.

The level and frequency of requests for contributions from parents is always agreed with the Head Teacher. On rare occasions, if it is felt that there are too many demands on parents at a particular time, and an alternative way to fund the activity cannot be found, the head teacher and governors may decide that an activity may not go ahead. Monies are allocated in the Learning Resources budget at the start of each financial year to cover for or part subsidise the cost of providing such activities as part of the curriculum.


All letters to parents regarding educational trips and experiences follow a set format and must specify that the contribution is genuinely voluntary and in no way represents a charge. In addition the following will be made clear to parents:

a) that parents are under no obligation to pay;

b) that registered pupils at the school will not be treated differently according to whether or not their parents have made a contribution in response to the request;

c) that parents in receipt of benefits, or those who might find it difficult to pay for any other reason, should speak in confidence to the head teacher about their situation.

This policy will be reviewed in the Spring Term 2021



Headteacher



Chair of Governors

21st. MARCH 2018.