

Charging and Remissions Policy

St Monica Primary School



St Monica Primary School
Inspire - Endeavour - Achieve

Approved by:	Governors	Date: April 2016
Last reviewed on:	April 2016	
Next review due by:	April 2019	
Staff Responsibility:	Business Manager	
Governing Committee:		

The policy has been developed in accordance with the Education Act 1996 and recent legislation from the Local Authority and the DfE.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Definition

The school day is defined as from 9.00 a.m. until 3.30 p.m. 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 when necessary.

Policy 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. 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, *[for example field trips]*
- In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.
- If insufficient funds are available, it will be communicated to the parents that it maybe necessary to curtail or cancel the planned activities.
- From time to time we may invite a non-school based organisation such as a *visiting drama group, musician 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

Where necessary, the governors will charge for optional, extra activities provided outside of the school day. For example:- After school clubs such as *football club, theatre visits, cookery club*.

Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Where the activity includes the use of materials or ingredients, parents will be informed before the activity begins and may be asked to cover the cost of these if the child wishes to take their finished product home.

Calculating charges

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

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 pupil premium or school funding for out of school activities to support Looked After and FSM children and through voluntary contributions and fundraising.

Parents are asked to contact the headteacher in person should they wish to avail themselves of this support. They will be invited to discuss with her the criteria for remission in complete confidentiality.

In the case of willful damage or loss of school property the headteacher will consider the circumstances carefully and may request a voluntary payment from the parents towards the cost or one that will match the cost of the replacement or repair.