

Grovelands Primary School

Charging and Remissions Policy

Date of approval:	January 2018
Next review date:	Spring Term 2020
Committee/GB responsible:	Resources Committee

Introduction

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provisions on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

1 Admissions

No charge will be made for admission.

2 School meals

No charge will be made for pupils entitled to free school meals. We will charge all pupils not entitled to free school meals an amount determined by the local authority.

3 Standardised Assessment Tasks

No charge will be made.

4 Activities for pupils that take place during school hours

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 vocal or instrumental tuition for an individual pupil or a group. 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, swimming, special activities involving high cost materials, trips involving travelling to another venue or visitors to school who provide a service.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if the viability of the trip is dependent on voluntary contributions, parents will be informed of this from the outset.

5. Activities for pupils that take place outside school hours (non-residential)

We will charge for optional, extra activities provided outside of the school day, for example extracurricular clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

6. Activities that take place partly during school hours either on or off site (non-residential)

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.

7. Residential

Charges will be requested for board and lodging. Other charges will be made to cover costs where necessary following guidance. In such cases parents will be told how the charges were calculated.

8. Childcare

We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the governing body, in accordance with any requirements set by the local authority where it is subsidising the provision.

9. 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. Support for cases of hardship will be considered on an individual basis.

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

10. Damage to property and breakages

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher.

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher*.

11. Remissions and concessions

We will comply with legal requirements for remissions. We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.

12. Voluntary contributions

We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging. Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.