

Ditton C of E Junior School

Charging and Remissions Policy

**Agreed by Full Governing Body on
To be reviewed**

Ditton C of E Junior School

Charging and Remissions Policy

The Governing body cannot charge parents and pupils for any activity unless it has drawn up a charging policy. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which mean that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.

The governing body must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s).

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such activities are not an essential part of the National Curriculum or religious education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

Chapter 23 of A Guide to the Law for School Governors provides further, detailed guidance on residential visits, use of mini-buses, public examinations and activities provided during school hours by external bodies.

Status Statutory

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 8.50 am – 12 1pm – 3.15pm

What was consulted?

The policy has been informed by A Guide to the Law for School Governors.

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

Roles and responsibilities of Headteacher, other staff, governors:

The **Headteacher** will ensure that the following applies:

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 individual pupils or groups of up to four pupils to play a musical instrument.

Charges

The staff and governors recognise the importance of extra activities that add value and enjoyment to the experiences of the children which entail additional costs, for example: entrance fees and transport costs. Parents and carers may be asked to make a voluntary contribution towards the following:

- The additional cost of a school educational visit within the school day that is a necessary part of the National Curriculum or the basic Curriculum for religious education.
- Optional extra activities provided outside of the school day where the participation will be on the basis of parental choice and a willingness to meet the charges.
- The cost of school equipment or books that has been lost or damaged either by themselves or their child.

Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Residential Visits

If the school organises an optional residential visit in school time or mainly school time we do make a charge to cover the travel expenses, board and lodging and some activities. Education will be provided at school during school hours for any children who do not join the optional residential visit.

Parents who can prove they are in receipt of certain benefits may be exempt from paying charges for the board and lodging for optional residential visits, but may still make a voluntary contribution. Parents must contact the school office for more information if they think this may apply to them.

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.

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

Arrangements for monitoring and evaluation

The Finance & General Purposes Committee of the Full Governing Body will monitor this policy by reviewing it on an annual basis.