



LANGSHOTT PRIMARY SCHOOL

Charging and Remissions Policy

Date of policy revision	Summer 2017
Review date	Summer 2020

Introduction

This Charging Policy has been compiled in line with DfE requirements – *DfE Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities (October 14)*

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and educational visits can make towards pupils personal and social development. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Basic Principles

No charges will be made for:

- Education provided during school hours (including the supply of materials such as books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- An admission application to any state funded school

Schools can charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- Music and vocal tuition where this exceeds the National Curriculum expectations
- Community facilities
- Optional extras (see details below)

Optional extras for which the school will apply a charge

- Board and lodging for a pupil on a residential visit (including specialist instruction)
- Extended day services offered to pupils (for example breakfast and after school clubs, supervised homework sessions etc.)
- Education provided outside of school time that is not part of the national curriculum or part of religious education
- Examination entry fees where the registered pupil has not been prepared for the examination at the school
- Transport (other than transport that is required to take the pupil to school or to premises where the local authority/governing body have arranged for the pupil to be provided with education (i.e. emergency provision at an alternative location)

Voluntary Contributions

A school Governing Body can ask for voluntary contributions from parents/carers for the benefit of the school or any school activity. This is to include School trips, visits and practical activities that will enhance the pupils' learning and broaden their knowledge and experience. These activities are made possible through the voluntary contributions of parents/carers. The Governing Body or Headteacher should make it clear to parents/carers at the outset that the activity cannot be funded without voluntary contributions. It should be noted that there is no obligation for payment and all pupils will be treated alike, whether or not their parents/carers have made any contribution in response to the request. The opportunity to pay in instalments will be offered to parents who wish to pay in this way. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost.

Examples where parents may be asked for voluntary contributions include:

- Transportation costs and pool hire for swimming
- Non-residential school trips
- Enrichment activities e.g. external opportunities that may benefit individual pupils

Remissions

Charges for chargeable activities may be partially or fully remitted for pupils in receipt of Pupil Premium (at the discretion of the Headteacher). In other circumstances there may be cases of family hardship, which make it difficult for children to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite families/carers to apply in confidence for the remission of charges in part or in full. The Head Teacher in consultation with the Chairman of the Governors will make authorisation of remission. The Headteacher or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

School Fund At the beginning of each academic year, families/carers are invited to send into school a voluntary contribution of £5.00 per term towards the School Fund. They are given the option of paying £15.00 for the year or £5 each term. This is used in a variety of ways to the total benefit of the children.

Activities for which the school will apply a charge

1. Breakfast and After-School Club (Crystal Club)
The school will charge parents for these services, out of school hours, and the scale of charges will be approved by the Governing Body annually.
2. Community Facilities
The school will charge providers for the use of the school premises at a charge of at least the cost of providing the facilities. The Governing Body will agree the scale of charges. Please refer to the Lettings Policy.

Extra-Curricular Activities run by External Providers

External providers will set and collect their own charges

Breakages and Damages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, The Headteacher or School Business Manager in consultation with the Chair of Governors may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Monitoring and Evaluating the policy

The Governing Body will monitor the impact of this policy through monitoring of Pupil Premium and Finance Management within school. This policy will be reviewed during the Summer Term 2020.