



ST MARY'S
Church of England Primary School

CHARGING AND REMISSIONS POLICY

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfES guidance and complements the school's Teaching and Learning policy

Definition

The school day is defined as: 8.50am until 3.05pm. 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 annually.

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. (See *below*)

Voluntary contributions may be sought for activities during the school day which entail additional costs, In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, it will be made clear to parents that if sufficient contributions are not made, the event may have to be cancelled.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example sports coaching, theatre visits etc. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential curriculum 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.

Residential

Charges will be made for board and lodging.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

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 or won't. Support is available from Pupil Premium funding for eligible pupils.. Governors will consider each application for support individually, and decisions will be made at their discretion.

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

Music Tuition

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Last Reviewed: November 2017

Signed:..........On behalf of Governors

Date:.....*6th Feb 2018*.....