



Charging and Remissions Policy

Policy Date:	1 st February , 2021	Version: 1.1		
Policy Review Date:	February 2022	Headteacher Debra Bailey	Signed	Insert Date
Ratified by Governing Body:				
Sue Welford (Chair of Governors)		Insert Signature	Insert Date	

Aim

Under the charging provisions set out in legislation, Governing Bodies of maintained schools may choose to charge for certain defined activities, but only if they have first drawn-up charging and remissions policies. The aim of this policy is to give clear guidance about charging and remissions to staff and parents so that the law is followed and that no child is discriminated against. The policy will be made available to parents on request and a summary will be included in the school prospectus.

Charging

The Governing Body cannot charge for education that takes place in school hours, nor can they charge for activities that take place outside school hours if these are part of the National Curriculum.

The Governing Body may charge for permitted 'optional extras':

- Board and lodging for pupils on a residential visit (except for pupils whose parents are receiving income support; Income-based Jobseeker's Allowance; support under part 6 of the Immigration and Asylum Act 1999; Child Tax Credit (provided that they are not entitled to Working Tax Credit and have an annual income, assessed by Her Majesty's Revenue & Customs, that does not exceed £16,190 for the year 2014-2015); the guaranteed element of State Pension Credit and an income-related employment and support allowance).
- The cost, or a proportion of the cost, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- Education provided outside of school time that is not part of the National Curriculum or Religious Education.

In calculating the cost of optional extras, an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra. This includes supply teachers engaged specifically to provide the optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not, therefore, include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Charging Policy for Breakfast Club

The Breakfast Club is open between 8.00am and 8.45am. The cost of Breakfast Club is £1.50 per session

Late Collection of pupils

School finishes at the latest at 3.20pm for pupils. If pupils have not been picked up from the playground by 3.25pm they will be taken to the school office. At 3.30pm pupils will be taken by a member of staff to the Community Room. Late parents need to come to the school office to notify the receptionist that they have come to pick up their child. If a parent arrives at reception after 3.30pm the charge will apply.

We recognise that there may be exceptional circumstances which will lead to a parent / carer being unable to get to school on time and parents must notify school must by 3.00pm at the latest so that the child/children can be reassured.

We do not operate an after school club and children being picked up late requires a member of staff to be employed to look after them. Children being picked up late after school (from 3.30pm) will incur a charge of £10 per half hour per family.

IE: 3.30pm pick up = £10 charge

4.00pm pick up = £20 Charge

4.30pm pick up = £30 Charge

5.00pm pick up = £40 Charge

Funding activities without charging

We may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours;
- school equipment and
- school funds generally.

On occasions, where additional costs are required, e.g. school trips and visits, the school may ask parents to make a **voluntary contribution** so that these can go ahead.

All requests to parents for voluntary contributions will make it quite clear that the contributions would be voluntary.

The school will not exclude a child from taking part in an activity that is part of the National Curriculum, purely on the grounds that the parent or carer cannot make, or refuses, to make a contribution.

This clearly places the school in some difficulty on occasions where a number of parents/carers might be in such a position. At the planning stage, it will be decided how much the school can contribute from within the school budget or by fundraising to cover the cost for children whose parents are unable or unwilling to contribute. If insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then the school may cancel the activity/visit. Parents will be made aware, from the outset, of a possible cancellation to the activity/visit if insufficient voluntary contributions are received from the outset.

Children of parents who are unable, or unwilling, to contribute will not be discriminated against. Governors will set aside a sum each year to ensure that discrimination does not occur. Parents or carers who wish to discuss this further will be encouraged to make an appointment with the Headteacher.