



Charging and Remissions Policy

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Policy Review Date:	November 2023	Headteacher Nitash Odedra	Signed <i>N. Odedra</i>	Insert Date 28/11/2022
Ratified by Governing Body:				
Sue Welford (Chair of Governors)		Insert Signature <i>Sue Welford</i>	Insert Date: 28/11/2022	

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/carers are in receipt of certain benefits).
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- The cost, or a proportion of the costs, 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.

Funding Activities without Charging

We may ask parents/carers 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/carers to make a **voluntary contribution** so that these can go ahead.

All requests to parents/carers 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/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/carers 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/carers will be made aware from the outset of a possible cancellation to the activity/visit if insufficient voluntary contributions are received.

Exceptions

Parents/carers of children who are unable to contribute will not be discriminated against. Governors will set aside a sum of money each year from the school budget to ensure that discrimination does not occur.

Parents/carers who wish to discuss this further will be encouraged to make an appointment with the Headteacher.

Charging Policy for Breakfast Club

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

Late Collection of Pupils

School finishes for children at the following time:

Reception: 3.00pm

Key Stage One (Years 1 & 2): 3.10pm

Lower Key Stage Two (Years 3 & 4): 3.15pm

Upper Key Stage Two (Year 5 & 6): 3.20pm

Nursery: 3.30pm

If pupils have not been collected from the playground by 3.30pm, they will be taken to the school office. Parents/carers will then need to come to the school office to collect their child. If a parent/carer arrives after 3.30pm, a charge will apply.

We recognise that there may be exceptional circumstances which will lead to a parent/carer being unable to arrive at school on time, and parents/carers must notify the school office by 3.00pm at the latest if they are going to be late as we do not operate an

after-school club. Therefore, as a member of staff is required to care for a child whilst waiting to be collected, this will incur a charge of £10 per half hour, per family:

3.30pm collection = £10 charge

4.00pm collection = £20 charge

4.30pm collection = £30 charge

5.00pm collection = £40 charge