

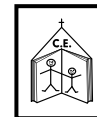
## CHARGING AND REMISSIONS POLICY

Policy Date: May 2015  
Review Date: May 2018

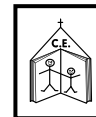
### Introduction:

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their families' financial means. This policy sets out our school approach to charging and remissions and is informed by statutory regulations and best practice guidance. The policy aims to inform parents of our systems and procedures in a transparent manner, to enable them to access the opportunities available for their children.

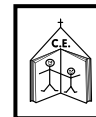
1	Admissions	No charge will be made for admission
2	School Meals	<ul style="list-style-type: none"><li>➤ From Sept 2014 all children will be eligible for free school meals</li></ul>
3	School Milk	<ul style="list-style-type: none"><li>➤ Milk is no longer available for free for children entitled to free school meals.</li><li>➤ Milk is ordered and paid for through <a href="http://www.coolmilk.co.uk">www.coolmilk.co.uk</a>.</li><li>➤ Children can receive milk for free until their fifth birthday, but this should still be ordered by parents through <a href="http://www.coolmilk.co.uk">www.coolmilk.co.uk</a>.</li></ul>
4	Activities that take place during school hours (not including during the midday break).	<ul style="list-style-type: none"><li>➤ No charge will be made for activities provided during the school day, with the exception of music tuition.</li><li>➤ A charge will be made to cover the cost of ingredients or materials where parents wish to buy the end product.</li></ul>
5	Non-residential activities for pupils that take place outside the school day.	<p>No charge will be made for an activity that takes place outside the school day when it is:</p> <ul style="list-style-type: none"><li>➤ A necessary part of the curriculum</li><li>➤ Part of the school's basic religious education curriculum.</li></ul> <p>A charge may be made for some activities that take place outside school hours. The Headteacher will decide which activities incur a charge. The level of charge and any remissions will be set by the Headteacher and the Finance Committee.</p>



		<p>Where we make a charge, the total collected will not exceed the cost to the school of providing that activity and no parent will be charged more than the proportion of cost incurred by their child.</p> <p>The following costs may be legally recovered by the school:</p> <ul style="list-style-type: none"> <li>➤ Teaching staff engaged for services purely to provide optional extra activities. This includes supply teachers engaged specifically to provide the activity.</li> <li>➤ Non teaching staff</li> <li>➤ Materials, books, instruments, or equipment associated with the optional extra activity.</li> <li>➤ Transport to an activity outside school hours.</li> </ul>
6	Activities that take place partly during school hours either on or off site (non-residential)	<p>Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within the school day, and apply the same criteria to charging as set out in (4) above.</p> <p>If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours and will apply the same criteria to charging as set out in (5) above.</p>
7	Residentials	<ul style="list-style-type: none"> <li>➤ Residentials are classified as being within school hours if the number of school sessions missed is at least 50% of the number of half days spent on the trip.</li> <li>➤ Board and lodging - We will charge pupils an amount up to the full cost of board and lodging on residential whether it is classified as taking place within or outside school hours EXCEPT where pupils are legally entitled to remission. In such cases no charge will be made for board and lodging (see 10).</li> <li>➤ Travel - If the residential is classified as being within school hours, no charge will be made for travel costs although a voluntary</li> </ul>



		<p>contribution may be sought. Where a residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils.)</p> <ul style="list-style-type: none"> <li>➤ Activities on the residential - If the residential is classified as being within the school hours no charge will be made for activities provided, however a voluntary contribution may be requested. If the residential is classified as being outside school hours, a charge can be made.</li> </ul>
8	Music Tuition	<ul style="list-style-type: none"> <li>➤ No charge will be made if the music tuition is an essential part of the national curriculum.</li> <li>➤ No charge will be made for tuition or equipment for a Child In Care.</li> <li>➤ In all other cases a charge will be made for instrumental tuition requested by parents and delivered by specialists within school time. Charges will be determined by the Headteacher and the appropriate Governors Committee, and may depend upon size of group, length of lesson, and type of instrument.</li> <li>➤ Where we make a charge for the above, we will remit charges for children on Free School Meals.</li> </ul>
9	Damage to property and breakages	<p>We may seek to recover some or all of the costs incurred due to the wilful damage or breakage of school property. This will be determined by the Headteacher.</p> <p>We may seek to recover some or all of the costs incurred due to the wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.</p>



10	Remissions and concessions	<p>As well as following statutory requirements for remissions, we will also allow parents of children entitled to Free School Meals, Children in Care, and other vulnerable children at the discretion of the Headteacher to apply for a wider range of remissions and concessions for activities. This will be funded through a portion of our Pupil Premium Grant, as determined by the Governors' Finance Committee. Parents will be made aware of this through the school newsletter.</p> <p>The school may choose to subsidise either partly or fully a wider range of activities and opportunities for all children. The circumstances in which concessions are applied will be reviewed regularly.</p>
10	Voluntary Contributions	<p>In certain circumstances the school will invite parents to make a voluntary contribution towards activities that are exempt from charging. Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute. If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity is cancelled because of insufficient funds, all monies received will be returned to the parents.</p>
11	Reducing Financial expectations on parents.	<p>The school will be mindful when organising activities that require charges or contributions of the financial implications to parents. Consideration will be given to value for money, and timing of activities.</p>

The governing body will review the policy annually.

Adopted by Governors:

(Date)

Signed: (Chair of Governors)

(Date)