



**Branscombe CE Primary School, Broadhembury CE Primary School and  
Farway CE Primary School**

**CHARGING AND REMISSIONS POLICY**

<b>Responsible for review</b>	
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<b>Due for review: Spring</b>	<b>Approved by Governing body on</b>	<b>Head teacher signature</b>	<b>Chair of Governors signature</b>
<b>2017</b>			
<b>2018</b>			
<b>2019</b>			

**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 DfE guidance and compliments the school's Bud Finance Policies.

**Definition**

The school day is defined as:

Branscombe

9.00 – 12.00 morning, 12- 1 lunch, 1 – 3.15 afternoon. The midday break does not form part of the school day.

Broadhembury

9.00 – 12.15 morning, 12.15 – 1.15 lunch, 1.15 – 3.30 afternoon. The midday break does not form part of the school day.

Farway

9.00 – 12.00 morning, 12-1 lunch, 1 - 3.30 afternoon. The midday break does not form part of the school day.

**Responsibilities**

The Executive Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy every year.

**Policy statement**



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education will be provided free of charge. This includes materials and equipment used for the activity.

However in particular circumstances it may be necessary in order for the activity to go ahead to ask for voluntary contributions. 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.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example school trips or visitors to the school.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time we may invite a non-school based organisation such as a visiting drama group or storyteller to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

### **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day, for example, football club, theatre visit. 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 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 are able to enquire as to how the charges were calculated.

### **Residentials**

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits.

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 planned to participate. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising or through Pupil Premium funding.

Parents who would qualify for support are those who are in receipt of eligible benefits.

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

### **Eligible benefits**

Advice will be sought from DCC regarding these when a request is made.