

The Gateway Federation 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 LEA policy and the DfES guidance and complements the school's policy.

Definition

Bratton Fleming school day is defined as: morning session 9.00 am to 12.20 pm (KS1) 12.30 (KS2), afternoon session 1.30 to 3.15 pm.

Holywell C of E School day is defined as: morning session 9.00 am to 12.00 pm afternoon session 1.00 to 3.15 pm.

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.

Voluntary contributions may be sought for activities during the school day which entail additional costs, trips, residentials, theatre visits, creative days.

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 creative day, drama, art workshops, storyteller, theatre group, musicians 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 may charge for optional, extra activities provided outside of the school day, for example sporting events. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

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 will be told how the charges were calculated.

Residentials

Charges will be made for board and lodging, activities and transport.

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. A breakdown of costs will be given to parents in a letter detailing the activity. Calculations will be made on a non-profit basis and the amount paid will be non-refundable. If costs are met or subsidised by funds, parents will be notified accordingly. There will be no levy on those who can pay to support those who can't or won't. If any child does not attend the activity no refund will be given as payments are calculated on all children attending.

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

The Headteacher under exceptional circumstances, due to hardship can waive parent's debts up to the value of £100.00 any write off will be reported to the Resource Committee.

Should any parent not be able to afford the costs the school will try to assist with finance. Please see Heather Lake, Susan Denham, Sam Wilson-Hammond or Mark Crooks.