

DALE HALL PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY

1. Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities, wherever resources permit, both as part of a broad and balanced curriculum for the pupils and as additional optional activities.

The Governing Body will take into account the finite resources available to the school for remission of payments.

This policy was adopted at the Finance and Resources Committee meeting held on **10 October 2018**.

2. Definitions

Education as specified in the DfE – Governors' Handbook September 2014

Optional extras as specified in the Education Act 2011

Payment either a Charge or Contribution

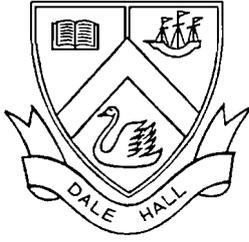
School Hours as specified in the DfE – Governors' Handbook September 2014

3. General Points

The Governing Body may amend the categories of activity for which a charge or contribution may be required.

Nothing in this Policy statement precludes the Governing Body from inviting Parents to make voluntary contributions towards the cost of providing *education* for pupils. Indeed, if such voluntary contributions are not forthcoming then many of the activities (in particular visits) may not be able to take place.

The Governing Body will decide on an amount each year out of its delegated budget for the remission of charges, and the level of remission for each activity.



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4. Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

4.1 Breakages

A charge may be imposed by the Governing Body on parents for breakages of property, damage or loss of books or equipment.

5. Contributions

The Governing Body reserves the right to seek parental contributions for activities considered *optional extras* organised by the school, listed in sections 5.1 to 5.4

No child will be excluded from an activity if a contribution is not forthcoming. However, if there are insufficient contributions from parents to cover the cost of that activity, then the school reserves the right to cancel such an activity. If an activity is cancelled, then any contributions, excluding non-recoverable deposits already paid to a third party, received for that activity will be reimbursed in full.

5.1 Activities taking place outside school hours

The full cost to each pupil for any activity deemed to be taking place wholly outside *school hours* e.g.:

- School clubs
- Sport
- Residential trip

5.2 Extended residential visits taking place within school hours

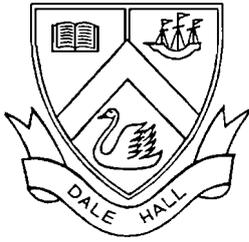
If any parent does not wish their child to attend such a visit, the school will offer a cheaper school-based option.

5.3 Materials etc

The cost of purchase or hire of materials, equipment and protective clothing supplied by the school.

5.4 Curriculum Enhancement Activities

The cost of providing Curriculum Enhancement Activities eg art, visitors into school, SHARE resources.



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6. Remissions

When arranging a chargeable activity, parents will be invited to apply in confidence for consideration of a remission of the *payment*. These are the categories, which this Governing Body will take into consideration when assessing the level of remission that may be allowed:

6.1 A pupil eligible for free school meals

Parents must provide proof of eligibility before remission can be authorised. Authorisation of remission of payment will be made by the Headteacher in consultation with the Chairman of Governors.

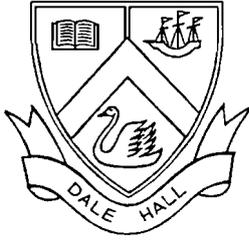
The Governing Body will apply up to 50% remission to all applicants on an event-by-event basis. If the requests for remission exceed the budget then the % will be reviewed.

7. Review

This policy will be reviewed annually, and at any other time as may be necessary.

8. Document History

Date	Description
7 Nov 1995	Adopted at Governing Body meeting
11 Nov 1997	Section 2: <i>1994 School Governors - A Guide to the Law</i> to read <i>1997 School Governors - A Guide to the Law</i> . Section 6: Remissions details re-worded.
8 Jun 1999	Addition of 'Extended residential visits taking place within school hours' section (Remissions section). Wording on return of deposits clarified (Contributions section).
19 Nov 2002	Reference to Guide to the Law now refers to 2000 version. Reference to the 1988 Education Act now refers to the 1996 Education Act.
9 June 2004	Section 2: Reference to "A Guide to the Law 2000 " updated to "A Guide to the Law for School Governors 2004", Section 18 changed to Section 16 Section 5.1: changed "football" to "sport"; "choir/recorder" to "music" Section 5.2; Changed "low cost" to "cheaper"



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9 Jan 2006	Policy updated to reflect "A Guide to the Law for School Governors", DFES 2006
14 March 2006	Adopted at Committee meeting
27 November 2007	Adopted at Committee meeting
6 February 2008	Amended and adopted at Committee meeting Section 6: % of remission added
8 September 2009	Amended and adopted at Finance Committee meeting References to music tuition removed
14 September 2010	Amended and adopted at Finance Committee meeting Date of Guide to the Law for School Governors updated. Section 5.1 – reference to Art removed Section 5.4 added – Curriculum Enhancement Activities Section 6.2 added – Activities For All
13 September 2011	Amended and adopted at Finance Committee meeting Date of Guide to the Law for School Governors updated. Section 2– reference to Individual Music Tuition removed Section 3 – "from time to time" removed from first paragraph
18 September 2012	Date of Guide to the Law for School Governors updated.
24 September 2013	Adopted without change at Finance Committee meeting
30 September 2014	References to DfES amended to DfE Removed Section 6.2 – Activities For All
22 September 2015	Adopted without change at Finance and Premises Committee meeting
22 November 2016	Committee name updated. Readopted.
26 September 2017	Remission of 50% amended to up to 50%. PGL trip amended to Residential trip.
10 October 2018	Adopted without change by the Finance and Resources Committee