



## Charging and Remission Policy



## Barcombe Hamsey Plumpton Skylark Federation

**Reviewed and approved by FGB: February 2018**  
**Next review: February 2019**

Signed .....Chair of Governors      Date .....

Signed ..... Executive Headteacher      Date .....

## **Charging and Remissions Policy**

### **Date Reviewed: 23<sup>rd</sup> February 2018**

#### **Introduction**

The Executive Head Teacher and Governing Body recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Executive Head Teacher and Governing Body aim to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities. However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

#### **Statement:**

The policy complies with the requirements of the Education Act 1996

Where 'parent' is referred to this will include adults with a responsibility for the pupil.

We aim:-

- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget

#### **Voluntary contributions**

When organising school trips or visits which enrich the curriculum, the school will ask parents to contribute to the cost of the visit. The school may also ask parents to contribute to experiences that enrich learning that take place on the school premises and during school hours, this may include the purchase of resources. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may cancel a trip or enrichment activity and parents will be notified of this eventuality in advance. All costs are available on request.

Parents of children entitled to pupil premium funding are not expected to offer any contributions.

### **Residential visits**

The school organises a residential visit for certain year groups in school time every year, to provide education in outdoor and adventurous activities supplementary to that which normally takes place in school. We ask parents to contribute the full cost of this visit, except for parents of children entitled to pupil premium funding who will be eligible for a subsidy of at least half the cost.

### **Music Tuition**

There is a charge for individual music tuition if this is not part of the National Curriculum. Our school hosts lessons given by peripatetic music teachers from the County Music Service, who teach individual or small group lessons. The music service makes a charge for these lessons.

### **Extra – Curricular Clubs**

The school charges a nominal fee for extra-curricular clubs. The amount set is calculated so that most of the cost of any club is met. Parents of children entitled to pupil premium funding are allowed to attend one club free of charge every two terms.

Clubs organised by external agencies arrange their own fees that parents are expected to pay. Children in receipt of pupil premium may attend one of these clubs free, if not already booked for another one club, of any sort, or at a subsidised rate agreed by the Executive Head Teacher.

### **Wrap Around Care**

The school charges for attendance at wrap around care. The governors set the charge for this in consultation with senior staff. Parents of children entitled to pupil premium funding are not required to pay for this club.

### **Other Charges**

Charges will be made for materials, books, instruments or equipment, where the child's parent wishes him to own them.

Charges will be made for any breakages and replacements as a result of damages caused wilfully or negligently by pupils.

Any copying that parents require, e.g. Ofsted report the school reserve the right to charge.

Optional extras, e.g. Bikeability will be charged for.

All costs will not exceed the actual cost of providing the activity and will not include a subsidy for any other pupils whose parents are unwilling or unable to pay the full charge. If the activity incurs a surplus which is more than £5 per child then we will refund a round amount. Participation will be on the basis of parental choice and a willingness to meet the charges.

The Governing Body invites parents to apply in confidence to the Executive Head Teacher for the remission of charges in part or full. The Executive Head Teacher in consultation with the Chair of Governors will make authorisation of remission.