

CHARGING & REMISSIONS POLICY

(extract from Finance Policy)



CHARGING POLICY

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards our pupils' education and experiences. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional activities where appropriate.

Charges

The governing body will not charge in all circumstances but reserves the right to make a charge for the following activities organised by the school:

School Journeys in School Hours

The board and lodging element of approved residential activities deemed to take place in school hours.

The cost of meals, refreshments and entrance fees

A voluntary contribution towards the cost of school minibus travel

Activities outside School Hours

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours, or a contribution towards such costs.

School Property

The Governors reserve the right to charge parents for non-accidental damage to, or loss of school property.

General

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

The following standard paragraph is appropriate for inclusion in letters to parents regarding such activities:

'Throughout the year the school requests voluntary contributions to help support many of the planned activities.

It would not be possible for the school to meet the costs of transport and admission without using funds required for the basic educational needs such as classroom materials and books.

The school asks for voluntary contributions during the year from pupils undertaking any of the following :

- Offsite swimming : £2 per session*
- Riding for the Disabled : £4 per session*
- School minibus transport : £2 per trip*
- Snacks and consumables : £2.50 per week*

Please note these contributions are entirely voluntary and your child would not be denied a place on the visit or activity because a voluntary payment was not made. However, the school may not proceed with the activity unless there are enough contributions.

In addition, class teachers will also request additional contributions for other outings or planned residential stays. These requests are made in writing with all the relevant details including the parental permission slip.

If this full text is not included in letters, staff must ensure that parents have a clear understanding that any payments made in these circumstances are voluntary contributions.'

Monies collected from parents for activities should be recorded in the classroom and paid to the Finance Office at the earliest opportunity. A "Day Trip and Residential" pro forma should be completed and returned to the Business Manager. No school monies should be retained in the classroom or in the personal possession of staff. Where monies are used during an activity day or days, it is the responsibility of the lead teacher to ensure that receipts are retained and notes kept of all transactions. At the end of the activity these should be returned to the Finance Office, with an updated pro forma, if the actual costs/income were different from the plan.

Remissions

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body will offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum. The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When a chargeable activity is arranged, such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher/Business Manager.

November 2016

Next review date: November 2017