

Introduction

The purpose of this 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.

Definition

The school day is defined as: Daily: 8.50am – 12.00pm. 1.00pm – 3.30pm.

Responsibilities

The head teacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy, learning through teaching policy and off-site visits policy.

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. (*See below*)

Voluntary contributions may be sought for activities during the school day which entail additional costs, [*for example field trips*]

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 to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the head teacher 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 breakfast club and after school clubs. 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 will be told how the charges were calculated.

Residentialials

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits. (This only applies to County run Centres ie East Barnby).

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 participating. 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.

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.

Music Tuition

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Eligible benefits

Income Support;

Income-based Jobseeker's Allowance;

Support under part VI of the Immigration and Asylum Act 1999; or

Child Tax Credit (with provisions)

Grewelthorpe & Fountains CE Primary Schools Federation

Policy:	Charging and Remissions Policy
Signed Chair of Governors:	
Date Signed:	
Governors Meeting Ratified:	21st November 2018
Review Date:	Autumn 2019
Review schedule	Annual