



CHERRY GARDEN SCHOOL

Charging and Remissions Policy

STATUS:

DRAFT

AGREED

Review Date:

Sept 2020

Authors:

Teresa Neary

Agreed by Governing Body

Sept 2017

Filename: M: School Policies/Curriculum Policy

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.

Definition

The school day is defined as: 9.15am to 3.30pm.

Responsibilities

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

The Governing Body:

- must draw up a charging policy, which does not have to be the same as the LA's policy as long as it meets the requirements of the law;
- may invite parents and others to make voluntary contributions towards any part of the school's work;
- may charge for activities that are provided wholly or mainly outside the school day, as long as these activities are optional extras;
- may charge for board and lodging on residential courses.

The Governors will review the policy on a regular basis and ensure practices are not discriminative. Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

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 students between the school and the activity

CURRICULUM AREAS

- **Physical Education** - No charge will be made for use of facilities or transport to PE activities
- **Food Technology** - No charge will be made for materials used unless the “product” is taken home for consumption at the request of the parent.

- **Art & Design** - No charge will be made for materials used unless the “product” is taken home at the request of the parent.

Educational Visits

No charge will be made to pupils for transport to curriculum activities. Voluntary contributions may be sought for activities during the school day which entail additional costs, [for example cost of entry] under no circumstances will we pressurise parents when we make a request for voluntary contributions.

In these circumstances no student 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 group or storyteller to arrange an activity during the school day. Such organisations may charge the school for this service. In general we rarely charge for any such activities and would only charge in exceptional circumstances..

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 may be made. When such activities are arranged parents will be told how the charges were calculated.

Residential school journeys

Charges will be made for board and lodging, except for students whose parents are in receipt of eligible benefits.

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 students participating. There may be subsidy from the School towards the cost. 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. We will inform parents on low incomes and in receipt of Universal Credit, Income Support, Income Based Jobseekers Allowance, support under part V1 of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit of the support available to them when we ask for contributions towards the cost of any school visits.

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