

Streatley C of E (VC) School



Streatley Church of England (VC)

Primary School

Name of policy: **Charging and Remissions Policy**

Reviewed by: **Finance and Staffing Committee**

Ratified by: **Full Governing Board**

Date last ratified:

Review frequency: **Annually**

Date of next review: **January 2022**

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1.0 Purpose and background

The school wishes to provide a wide range of activities and experiences to as many pupils as possible to enrich and extend pupils' learning. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school budget. It also defines other circumstances when the school may wish to ask for voluntary contributions. The policy is written to comply with the relevant terms of the Education Act 1996, Charging for School Activities May 2018, and the Freedom of Information Act 2000 (FOIA).

2.0 Roles and Responsibilities

2.1 Staff

The Headteacher is responsible for ensuring all staff are aware of and implement procedures in this policy.

2.2 Governing Board

The Governors' Finance and Staffing Committee reviews this policy annually and recommends amendments to the Governing Board for final decision.

3.0 Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4.0 Policy objectives

4.1 Charging

If your family is in receipt of certain benefits such as Free School Meals, your child may be exempt or required to pay a reduced fee. This will be determined and discussed in advance by the Headteacher on a case by case basis. Schools can charge for the following:

4.11 Materials, books, instruments, or equipment

There will be a charge if the child's parent wishes him/her to own them.

4.12 Music and vocal tuition

There will be a charge if the tuition provided is at the request of the parent.

4.13 Optional extras

Education provided outside of school hours that is not part of the national curriculum, part of a syllabus or religious education may be charged. Parents have a right to know how each trip is funded. The school can provide this information on request.

4.14 Residential Trips

Board, lodging and the charge will not exceed the actual cost. Parents who can prove they are in receipt of the following benefits will be exempt from contributing to board and lodging: Universal Credit, Income Support, Income Based Jobseekers Allowance, Support under part VI of the immigration and Asylum Act 1999, Child Tax Credit – providing Working Tax Credit is not also received and State Pension Credit.

4.15 Breakfast Club – “Early Risers”

The level of charging will be based on actual costs and reviewed annually.

4.16 Clubs

There may be clubs that are run in-house during lunchtimes and after school. Some clubs where additional materials are required such as cooking or art, there will be a small charge agreed in advance of attendance.

4.17 Clubs run by other organisations

Clubs that are run by Ofsted registered external providers will be charged at an agreed rate between the parent and provider.

4.18 Damaged or lost school property

Parents may be asked to make a contribution towards replacing or lost school property caused willfully or negligently by their children, e.g. damaged or lost book, broken window.

4.19 Uniform

Costs for uniform will be available on the school website and charged at cost. Costs will be reviewed annually in line with the supplier.

5.0 Voluntary contributions

Voluntary contributions may be requested to support the wide range of additional extra-curricular activities arranged by the school. These activities may take place during or out of school hours. These include activities such as:

- travel.
- visits from professionals including authors, performers, activity days and workshops as part of trips.
- tickets and entrance fees.

Should an activity not be able to take place without voluntary contributions, the Headteacher will make this clear to parents at the outset. Parents will be made aware that:

- there is no obligation to make a contribution.
- no pupil will be treated differently or not allowed to participate according to whether a contribution has been made.
- it may be necessary to cancel an activity if voluntary contributions received are insufficient to meet the costs of the activity.

When making requests for voluntary contributions, parents will not be made to feel pressurised into paying. School will avoid sending letters or reminders to parents.

6.0 Remissions

The school may not charge for items or activities as set out above. This will be at the discretion of the headteacher and discussed with the Governing Board. No pupil shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute.

7.0 Liability for personal property

The school does not accept liability for any items of personal property lost or damaged in school.