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Policy Name:	<b>Charging and Remissions Policy</b>
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Document Owner/Author	Joanna Goman
Signature of the Head Teacher	Joanna Goman
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Notes	

## **Purpose**

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum in line with the vision, aims, and values of the school.

The school day is defined as 8.45-3.15 Monday-Friday. Lunchbreak runs from 12.00-1.00.

## **Equality impact**

This policy is cross-referenced to the complaints procedure, the data protection policy, the health and safety policy, the behaviour policy, the special educational needs report and the whistle blowing policy. The policy complements the school's equal opportunities and child protection policies.

This policy will ensure that no child suffers from unfavourable treatment as a result of their parents' financial position.

## **Who/what was consulted?**

The policy has been informed by DfE and local authority guidance on charging for school activities.

## **Charging and how it applies**

### *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 and equipment required to carry out all curriculum activities. It excludes charges made for teaching an individual pupil or groups of pupils to sing or 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), a charge will be made.

Voluntary contributions may be sought for activities during the school day which entail additional costs (for example cookery, transport to events, entry to attractions, travelling theatres). In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if contributions are insufficient, it may be necessary to cancel the activity for all children.

### *Optional activities outside of the school day*

We will charge for optional, extra activities provided outside of the school day, for example board and lodgings for residential activities or evening theatre trips. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus. Only children whose parents pay for these activities will be able to take part.

### *Calculating charges*

When charges are made for any curriculum or trip 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. Support for cases of hardship will come through voluntary contributions and fundraising. As much notice as possible will be given to parents of the activity and the charge. Charges for optional activities and clubs are determined by the provider.

Best value will be sought in planning activities that incur costs to the school and/or charges to parents.

## **Arrangements for monitoring and evaluation**

The governing body will monitor the impact of this policy by receiving a biannual financial report detailing charges sought and those gained. In addition, the Outdoor Visits Policy will be reviewed annually.