



Charging and Remissions Policy

Policy Originator: SLT

Review Period: 3 years

Status: Statutory

Next Review Date: Autumn 2024

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.

The school day is defined as: 8.40 to 15.25.

Relationship to other school policies

The policy complements the school's Equalities Objectives, Curriculum Policy and Teaching and Learning Policy.

Roles and responsibilities

The **Headteacher** will ensure that the following 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, equipment and transport to take pupils between the school and the activity. It excludes charges made for vocal or instrumental tuition for an individual pupil or a group. 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.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials, trips involving travelling to another venue or visitors to school who provide a service.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if the viability of the trip is dependent on voluntary contributions, parents will be informed of this from the outset.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example extra-curricular clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus. All charges will be managed through the School Fund Account. Any surplus of funds brought forward at the end of a financial year in the School Fund account will be paid into the school's delegated budget.

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.

Residentials

Charges will be made for board and lodging, except for pupils who meet the current free school meals eligibility criteria. Other charges will be made to cover costs where necessary following guidance. 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. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who meet the free school meal eligibility criteria.

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

Charges for Passports, Private School Reports and Driving Licence applications

Requests by parents for teaching staff to complete passport application forms or driving licence application forms will be subject to a charge of £20.00 per passport or licence application.

Requests by parents for teaching staff to complete private school reports will be subject to a charge of £30.00 per application.

Charges will be deposited in the School Fund Account for general expenditure.

In the instance of private school reports, parents/carers will be reminded of charges by staff.

Any eventuality not covered by this policy will be considered by the Headteacher and governors and a decision will be made in line with the Prospect Trust Policy on Charging and DfE guidance.

Date: Autumn 2021