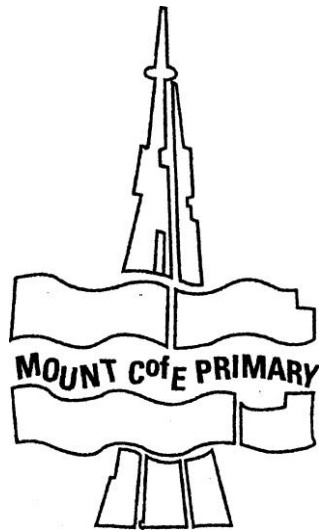




CHARGING & REMISSION POLICY

Updated: Autumn Term 2024

Review date: Autumn Term 2027

Signed:

Policy:	Charges & Remission Policy
Approved by:	Governing Body
Date:	September 2024
Review cycle:	3 Years

VERSION CONTROL			
VERSION	DATE	AUTHOR	CHANGES
2024	09.08.24	KH	Date of policy changed

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1. STATEMENT OF INTENT

Mount C of E Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances and has established the following policy to ensure that no child is discriminated against by the offering of school trips, activities and educational extra's.

In addition, we are committed to adhering to legal requirements regarding charging for school activities and meeting all statutory guidance provided by the DFE.

We promise not to charge for education provided during school hours and to inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards school visits.

This policy has been written using the DFE "Charging for school activities) 2018 guidance and operates in conjunction with the following school policies:

Complaints Procedure
Finance Policy
Freedom of Information Policy

2. CHARGES

The governing Body reserves the right to make a charge for the following activities which may, from time to time, be organised by the school.

- Residential Activities held during school hours: charges may be made for the board and lodging entitlement of those residential activities which take place during school hours. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made.

Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupils; no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the Head Teacher except in circumstances described in paragraph 3.1.

- Activities held outside school hours: the school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences, and are known generally as 'optional extras'. Charges may be made for these activities except where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras as such and charges cannot be made. (Board and lodging charges may still, however, be made for any residential activities subject to the remission arrangements described at paragraph 3.1)

Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may, however, include an appropriate element for such things as:

- The pupil's travel costs;
- The pupil's board and lodging costs;
- Materials, books, instruments and other equipment;
- Non-teaching staff costs;
- Entrance fees to museums, castles, theatres, etc;
- Insurance costs;
- The expense only of participating teachers engaged on a separate contract for services to provide the 'optional extras'.

3. REMISSIONS

The Governors have agreed that any child who receives additional funding through pupil premium or who is claiming Free School Meals (benefit driven free meal entitlement, not through the Universal Infant Free School Meal scheme for key stage 1 children) is entitled to:

- 30% reduction in the contribution cost of day visits
- Free board and lodgings with payment of the remainder of the trip (activities, transport etc) as a contribution unless they are designated as optional extras (see above) for residential visits.

If you think you may be entitled to claim for Free School Meals please follow the link on our website or call 0300 500 8080. You will need your National Insurance number.

4. VOLUNTARY CONTRIBUTIONS

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any invitation.

5. BREAKAGES AND DAMAGES TO SCHOOL PROPERTY

The School Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

6. MUSIC TUITION

Charging relates to music lessons provided by peripatetic music teachers from outside agencies and falls outside the school's curriculum. Charges for these lessons are made directly from the IMT provider and payment should be settled with them directly.

7. BREAKFAST CLUB

Breakfast club charges on a cost per day.

Bookings and payment needs to be made in advance and should be done using our online system through Parent Pay.

Payments cannot be refunded if a child does not use a session which has been paid for.

8. AFTER SCHOOL SPORTS CLUBS

From time to time, school may offer after school sports clubs. Parents may be asked to pay a small contribution towards the cost of running these clubs. Any child in receipt of Pupil Premium, will have this cost covered by school.

9. NURSERY PROVISION

School will charge for any additional hours outside the child's entitlement (3 and 4 year olds not in Foundation 2). This should be booked and paid for in advance, using our online payment system.

10. REVIEW

The School Governing Body will review/amend this policy statement every three years.