

# MEREWORTH COMMUNITY PRIMARY SCHOOL



## CHARGING AND REMISSIONS POLICY

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Governing Body	Finance & Resources Committee
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Chair of Finance Committee <i>Signature and Date</i>	
Head Teacher <i>Signature and Date</i>	

# Mereworth School

## Charging and Remissions

**Status** Statutory

### **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: 8.50am – 3.15 for all year groups.

### **What was consulted?**

The policy has been informed by A Guide to the Law for School Governors.

### **Relationship to other school policies**

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

### **Roles and responsibilities of headteacher, other staff, governors**

The **headteacher** will ensure that the following applies:

#### ***1 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 teaching individual or groups of pupils receiving private music lessons.

Voluntary contributions may be sought for activities during the school day which entail additional costs, in these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. **An activity may be cancelled if not enough voluntary contributions are collected.**

From time to time we may invite a non-school based organisation such as cycling proficiency to arrange an activity during the school day. Such

organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to make alternative arrangements in school for their child for the duration of the activity.

If requested by the parent/carer the school will provide a 50% subsidy for all activities where there is a charge, for each child currently in receipt of Pupil Premium.

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

We will invite external providers into school who may charge for optional, extra activities provided outside of the school day, for example sports clubs, maths clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

## ***3 Residential trips Years 5 & 6***

Charges will be made for residential trips to cover the cost of board and lodging and additional activities where a cost is incurred. If requested by the parent/carer the school will provide a 50% subsidy for each child currently in receipt of Pupil Premium.

## ***4 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.

In cases where the money collected exceeds that collected, a credit note for the appropriate amount will be issued to each parent / carer who paid the full amount.

**We do not refund or part refund if children miss a prepaid trip or visit through absence.**

Parents who would qualify for support are those who are eligible for Pupil Premium. If requested by the parent/carer the school would pay 50% of charges for all optional 'non curriculum' trips held during the school day whilst a child is in receipt of Pupil Premium, as long as there are no outstanding monies due to the school.

Further cases of hardship will be addressed on an individual basis (parent / carers should speak directly to the key stage leader or Head Teacher).

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

### **Arrangements for monitoring and evaluation**

The Finance Committee will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied.

### **Breakfast Club/ After School Club**

The school provides the facilities of Breakfast Club and After School Club childcare. Pupils entitled to Pupil Premium may upon request be entitled to a reduced rate for the cost of these facilities.

The School and the Governing Body review annually the charges for these services to ensure that we are providing a cost effective childcare service for parents/carers. The charges cover the running costs of the club (staffing, use of facilities, food, resources

Any additional income from these fees will provide resources for the clubs & to support other projects within the school, e.g. resources and play equipment.