



Lindow Community Primary School

School Policies

Control Sheet

Policy: **Charging and Remissions**

Policy Type: **Statutory**

Author: **Headteacher**

Owner: **Headteacher**

Approved by: **Governing Body**

Reviewed: **Annually**

Policy: Charging and Remissions

1. Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body supports the provision of such activities, both as part of a broad and balanced curriculum and as additional optional activities.

2. Charges

Any charges made by any School to pupils must meet the requirements of the Education Reform Act 1996, in particular that no child should have his/her access to the curriculum limited by charges.

No charges will therefore be made by the School for any activities that form part of the National Curriculum, nor for any other educational activity, other than as set out in this policy.

Specifically, the School reserves the right to make a charge to parents/guardians for activities organised by the School in the following circumstances:

Activities extending beyond School hours (including residential trips):

For any activities deemed to be optional extras taking place outside school hours, a charge, not exceeding the anticipated actual cost of provision per pupil, will be made for board, lodging, travel and specialist tutor costs (subject to statutory exceptions).

Individual/Group Musical Instrument Tuition:

A charge will be made for the cost for providing individual/group instrumental tuition that will not exceed the actual cost of provision per pupil. (NB: Children 'cared for' by the local authority who wish to have musical instrument tuition are entitled to free tuition.)

Charges in Kind:

The cost of materials and/or ingredients (unless already provided to the School by parents/ guardians) for practical subjects will be charged to parents/guardians if the parents/guardians have indicated in advance that they wish to own the finished product.

Extra-curricular Activities (e.g. sporting and musical events):

Participating in such activities may incur additional charges for parents/guardians, such as for transport and entry fees, not exceeding the anticipated actual costs of provision per pupil. Charges in kind may also be incurred, in the form of volunteering to help to take children to fixtures or venues.

3. Voluntary Contributions

The Headteacher may ask parents/guardians for a voluntary contribution towards the cost of any activity that takes place during School hours. The requested contributions will not exceed the anticipated cost per pupil of the activity.

Parents/guardians are under no obligation to make any such contribution. No pupil whose parents/guardians are unable, or unwilling, to contribute will be prevented from participating in the proposed activity, if it takes place, or discriminated against in any other way.

In the event of insufficient voluntary contributions being made towards the cost of the proposed activity, the Headteacher, in consultation with the Chair of Governors, may decide to cancel the activity for all pupils. In such circumstances, any contributions already received will be wholly refunded.

4. Extended School Provision

The Governing Body actively supports the Headteacher and staff in the provision of 'extended school' services outside the School day (e.g. the Breakfast Club, after-school clubs, third party voluntary or commercial activities on the School premises).

For all such services directly provided by the School (e.g. the Breakfast Club) a charge, based upon the anticipated average cost per pupil, for the provision of such services will be made for to the parents/guardians of all pupils attending these activities.

Charges made for any third party provided services on the School premises (e.g. sports training) are determined wholly by the provider of these services, although the School raises a charge on these providers for the use of school premises (as set out in the School's **Premises Management Policy**). The School can give no warranty whatsoever regarding these third party provided services.

5. Damage to School Property

In cases of wilful or malicious damage to equipment, or breakages, or loss of School books or equipment on loan to a pupil, the Headteacher, in consultation with the Chair of Governors, may make a charge on the parents/guardians of the pupil concerned to meet, in whole or in part, the cost of repairs or replacements. Each incident will be considered on its merits and at the sole discretion of the Headteacher and Chair of Governors.

6. Remission of Charges

Parents/guardians of pupils at the School may apply, in confidence, to the Headteacher for the remission of a given charge, whether in part or full.

This includes the parents/guardians of a pupil who are in receipt of one or more state benefits that would entitle their child to receive free school meals. For such families, the School will remit in full the cost for any residential activity classed as an optional extra taking place beyond school hours.

Separate statutory provision applies to children 'cared for' by the local authority that the School will fully comply with.

All decisions concerning the remission of fees will be taken by the Headteacher, in consultation with the Chair of Governors, on its merits and at their sole discretion.

7. Revision of Policy

The Governing Body reserves the right to review the Charging and Remissions Policy as appropriate, including amending the categories for which a charge may be made by the School and the grounds on which they might be remitted, in part or whole.