



## Charging and Remissions Policy

<b>Knaphill Federation of Schools</b>	
<b>Policy:</b> Charging and remissions Policy	
<b>Governors' Committee Responsible:</b> Resources	
<b>Policy Originator:</b> SBM	<b>Review Period:</b> Two years
<b>Status:</b> Statutory	<b>Next review Date:</b> June 2018

## **Preamble**

Education provided at a maintained school for its registered pupils should be free of charge if it takes place wholly or mainly during the school hours. There are exceptions to this general rule and from time to time parents may be asked to make voluntary contributions for school trips etc. as outlined in this policy.

## **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.

## **Aims**

The aim of this policy is to set out the circumstances in which charges will or will not be made for school activities and when charges may be waived. The school wants to provide a range of experiences to enrich and extend pupils' learning and contribute to personal development. All pupils should have an equal opportunity to benefit from school visits, curricular and extra curricula activities. However some of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost. The policy sets out what we charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

## **Policy statement**

The policy complies with the requirements of the Education Act 1996, the LA Charging and Remissions Policy for School Activities provided or arranged by the authority. Where 'parent' is referred to this will include adults with a responsibility for the pupil.

## **Chargeable costs**

The Governing Body reserves the right to make a charge for the activities and items listed below:

- Trips which are not part of the school curriculum or are outside the school day including the board and lodging element of approved residential visits.
- Materials, ingredients or equipment for subjects such as design and technology, science, art and craft if the pupil wishes to take home the finished product
- Damage to school property such as a broken window or a defaced, damaged or lost book where this is the result of a pupil's behaviour.
- Optional after school activities which are not provided to fulfil any statutory requirements relating to the National Curriculum. Participation will be on the basis of parental choice and a willingness to meet such charges as are made.
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of children. The cost of instrumental tuition provided by external music services on site is charged by the relevant provider with whom parents must make their own arrangements.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

## **Remission**

Where parents/carers are in receipt of Pupil Premium the Governing Body shall remit in full the cost of board and lodgings for any residential activity that is organised for the pupil if the activity is deemed to take place within school hours. In other circumstances there may be cases of family hardship, which make it difficult for children to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will consider requests for remission made in confidence to the Head of Schools prior to the activity. The Head of Schools, in consultation with the Chairman of Governors, will make authorisation for such remission.

## **Voluntary contributions**

When organising school trips or activities to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip or activity. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or activity, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

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.

Parents/carers have the right to withdraw their voluntary contribution before (but not after) the booking has been made.

Once a voluntary contribution has been made there will be no reimbursements for absentees on the day.

## **School Fund**

At the beginning of each academic year, parents/carers are invited to send into school a voluntary contribution of £16.00 per annum per child towards the School Fund. This is used in variety of ways to the total benefit of the children.