



Charging and Remissions Policy

Philosophy

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their /carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities

Rationale

The Governing Body has agreed that it will support school activities organised during or outside the school day, which may include a charging element to parents.

It is the aim of Rendell Primary School to ensure that;

- activities offered in normal school time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost;
- pupils will not be treated differently according to whether or not their parents have made any contribution in response to a request.

Principles

The Education Reform Act 1988 clarifies the activities for which charges can be made or voluntary contributions sought. The Act gives schools the discretion to charge for optional activities provided wholly or mainly out of school hours, and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the



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school, whether during or outside school hours.

If the full cost towards any of the optional activities is not available from voluntary contributions, then it will be at the Headteacher's discretion to further subsidise the cost from other sources, including school funds, to enable the activity to take place.

If the amount of the subsidy required (other than voluntary contributions) is too great, then the activity may be cancelled.

Responsibilities

Authority for day-to-day management of the policy is delegated to the School Business Manager and the administrative team who will determine the costs of activities other than those set by the Governors. The SBM who is responsible for overseeing the collection of income, is aware of current charge rates and VAT implications.

This Charging Policy is reviewed every two years by the Governing Body.

Policy into Practice

Charges

School activities

Rendell Primary school will operate the following policy on charges and contributions for school activities, where such activities involve additional expenditure.

- Activities which take place wholly or mainly outside school hours and which are not a statutory part of the National Curriculum may be charged for, eg, outings, visits, sports coaching, cycling courses.
- Charges may be made for all or part of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.
- Activities which involve pupils in nights away from home: Charges may be made for board and lodging. Charges must not exceed actual cost.
- Individual tuition for playing a musical instrument
- Transportation costs to activities



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Other Charges

Private Photocopying/Telephone Calls

The Governors have agreed a charge will be levied for private photocopying and telephone calls. These charges will be reviewed annually.

Income from Sales – Non-Profit Making

Some goods may be purchased through the school for the convenience of parents, pupils or teachers. The school will not seek to make a profit from these sales. Goods in this category could include book bags, etc.

Income from Sales – Profit Making

Some goods will be sold through the school with the intention of making a profit and thus raising money for the school, PSA or other charity. Goods in this category could include school photographs, etc, which may be subject to VAT.

Income from Donations

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donation will be used.

Voluntary Contributions

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, eg, outings and visits which take place wholly or mainly during school hours, and visits to the school by theatre groups and other organisations providing an educational service.

- pupils will not be treated differently according to whether or not their parents have made a contribution;
- the proposed activity may not take place unless a substantial majority of parents contribute;
- a suggested amount for a contribution to cover costs.



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It is the practice to:

- remit charges for school activities to parents in receipt of income support and family credit, who have been unable to give a donation;
- look at individual cases where parents have been unable to give a donation;
- agree how to fund shortfalls for activities.

If the full cost towards any of the optional activities is not available from voluntary contributions, then it will be at the Headteacher's discretion to further subsidise the cost from other sources, including school funds, to enable the activity to take place. If the amount of the subsidy required (other than voluntary contributions) is too great, then the activity may be cancelled.

Pupil premium will be used to support families on FSM with the financing of additional activities either offered by the school or through extended provision

Policy reviewed September 2016

Next review September 2018

Adopted by the Governing Body on

11th October 2016

Chair of Governors