



CHARGES AND REMISSIONS POLICY

Introduction

This charging policy has been compiled in line with DFE requirements and in accordance with the Education Act, 1996. The Governors endorse the guiding principles contained in the Act in particular that no child should have his/her access to the curriculum limited by charges.

The Governing Body recognises the valuable contribution that the wide range of additional activities can make towards the children's personal and social development. E.g. cooking, walking trips to the park or shops, special visitors, hatching eggs etc. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the children.

Basic Principles

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

Voluntary Contributions

There is an exception to the rule about not charging for activities in school hours. Parents may be invited to make voluntary contributions to extend the value of school funds. This will normally be the case with activities where there is a charge incurred by the school.

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost.

Examples where parents may be asked for a voluntary contribution include:

- Educational visits either in or out of the school day.
- Visiting speakers or specialists who are invited in order to enrich the curriculum.
- Residential trips
- Peripatetic music tuition during the school day

Charges and Remissions Policy

Breakfast Club and After School Club

The School will charge parents for these services, out of school hours, and the scale of charges will be approved by the Governing Body.

Extended Nursery

The School will charge parents for this service, and the scale of charges will be approved by the Governing Body.

Ancillary Services

The School may offer additional non educational services and the scale of charges will be approved by the Governing Body on an annual basis. If the service is a one-off, the Headteacher or Resource Committee may approve the charge.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved biannually by the Resource Committee – see Lettings Policy.

Remissions Policy

If the parent of a pupil is in receipt of Free School Meals/Pupil Premium the Head Teacher, School Business Manager or Governing Body may choose to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances i.e. included in one of the above categories. This does not apply in the case of pupils in receipt of the Government's Universal Free School Meals or Southwark's Healthy Free School Meals and not in receipt of Pupil Premium.

Where the parents of a child are unable to meet any one of the charges the school may make they can apply in confidence to the head teacher for the remission of charges in part or full. The headteacher in consultation with the Resources Committee will make authorization of remission.

Extra Curricular Activities

A charge will be levy to those children who wish to join a club run after school hours or during lunchtime.

Other charges

The Head Teacher, School Business Manager, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying, passport signings.

Breakages & Damages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher or School Business Manager in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion. The Headteacher, School Business Manager, Resources Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

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Exceptions

The Head Teacher, School Business Manager, Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Charging and Remissions Policy

NAME OF SCHOOL Friars Primary (Foundation) School

ADOPTED AND SIGNED ON
BEHALF OF THE SCHOOL

BY THE GOVERNING BODY
AT THE MEETING ON

NAME OF GOVERNING BODY
REPRESENTATIVE

SIGNATURE OF GOVERNING
BODY REPRESENTATIVE

DATE:

REVIEW: