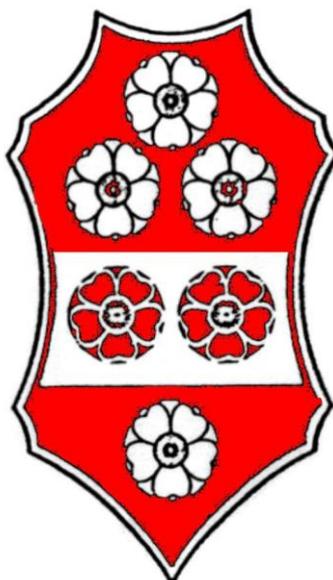


St Barnabas' CE Primary School



Charging & Remissions Policy

Vision:

All children are created uniquely and loved by God.

We are entrusted with the privilege of nurturing and developing these children.

Providing an outstanding education will enable children to reach their full potential in life.

Children will contribute meaningfully to the future of our community and society at large.

The Christian faith plays a vital role in informing behaviour and moulding character of all adults and children in the school community.

Date Published	Policy Review Date	Agreed by:	Date Agreed:
September 2017	Term 6 2018	FGB	September 2017

All visits, journeys and trips must be conducted in accordance with the requirements of the LA's regulations and guidelines "Safe Practice of Off Site Activities" (see www.kelsi.org.uk , Educational and Offsite Visits).

Rationale

The law regarding what may, and may not, be charged in respect of activities provided by the school within and outside the school day has always been difficult to interpret and apply fairly to all pupils. The government has set out the law on charges for school activities in Sections 449-462 and of the Education Act 1996. DFES Circular 2/89 explains and provides guidance on those sections. The LA set down its charging policy in April 1989. In accordance with the requirement of the 1996 Act governors are required to state their policy with regard to charges and their policy in respect of any circumstances in which their purpose to remit (in whole, or in part) any charge which would otherwise be payable to them in accordance with their charging and remissions policy that apply in the school.

Aims

The aims of the charging policy are to:

- Maintain the right to free school education
- Enable all pupils to take full advantage of the activities provided by the school

Objectives

The objectives of the charging policy are:

- To ensure that activities offered in school time are available to all pupils regardless of their parent/carer's ability or willingness to help meet the cost
- To identify those activities for which charges may be levied
- To determine which charges will be remitted for parents experiencing hardship
- To invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours
- To ensure that the responsibilities for the operation of this charging policy are clearly and appropriately allocated

Policy statement for activities during school hours

It is the policy of the governing body:

- To levy a charge for ingredients or materials in practical subjects if the parents indicate that they wish to keep the finished product
- To levy a charge for the board and lodging and transport elements of a residential activity. Governors may remit such charges to parents in financial difficulty where the education provided on the trip is education in respect of which no charge may be made

For activities outside school hours

- To levy a charge for all activities provided outside school with the following exception:
 - No charge will be made if the activity is an essential part of the basic curriculum

For all activities

To request voluntary contributions from all parents for school activities in or out of school time which may only be provided if there is sufficient voluntary funding.

Remission

It is the policy of the governing body:

- To delegate to the headteacher and business manager the determination of any individual case arising from implementation of the policy

Resources

The governing body will agree on an amount within the budget to support this policy.

Responsibilities

Authority for the day-to-day management of the budget will be devolved to the headteacher who will determine the proportion of costs of an activity which should be charged to the school funds.

Staff organising activities must do so within the provisions of this policy. Plans, at the draft stage, should be submitted to the SLT team for consideration and approval.

Monitoring and Evaluation

The headteacher has the responsibility for monitoring and evaluating the implementation of the policy.

The governing body will be provided with a financial report as part of the normal budget reporting cycle. Every three years the implementation of the policy will be evaluated and the view sought of parents, pupils, teachers and governors.

Outside school hours

Charges may be made for 'optional extras' defined as falling wholly or mainly outside of school hours, provided that the activities are not:

- To fulfil any requirements specified in the syllabus for a prescribed public examination
- Specifically to fulfil statutory duties relating to the National Curriculum
- Specifically to fulfil statutory duties relating to religious education

Participation in the optional extra activity is on the basis of parental choice and a willingness to meet the charges.

The charges may include an element for:

- A pupil's travel costs
- A pupil's board and lodging costs
- Materials, books, instruments and other equipment
- Support staff costs
- Entrance fees
- Insurance costs
- The engagement of teaching staff specifically for providing the activity and supplying such staff with travel, board and lodging

Charges for individual pupils may not:

- Exceed the actual cost of providing the optional extra activity divided by the number of pupils participating
- Include an element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to pay

Voluntary contributions

The school may seek voluntary contributions from parents for the benefit of the school for any school activities, to include the cost of accompanying staff for any school activity but:

- Such contributions are genuinely voluntary and there is no obligation on a parent to make a contribution
- Pupils will not be treated differently according to whether or not the parents have made a contribution
- Parents will be informed of the level of contribution and whether the activity could take place if parents were reluctant to support it

There is no limit on the level of voluntary contributions sought.

The statutory minimum remissions policy must provide for complete remission of board and lodging charges to pupils whose parents receive income support if an activity takes place during school hours, or is out of school hours but covered by requirements related to prescribed examinations syllabuses or duties related to the National Curriculum or duties related to religious education. The remissions policy must be kept under review by the governing body or LA by whom it was determined.