



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

CHARGING POLICY

Any charges made by the school must meet the requirements of the Education Reform 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.

CHARGES

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours. The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

ACTIVITIES OUTSIDE SCHOOL HOURS

The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours. This includes activities such as residential visits, a charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions). A charge will be made for after school clubs that are outside of school hours and not part of the national curriculum. The costs will not exceed the actual cost of provision.

Where participate in activities are 50% of the activity is outside of school time, as long as the activity does not form part of the National Curriculum, the school reserves the right to charge the parent. Charges may not exceed the actual cost of the activity.

INDIVIDUAL/GROUP INSTRUMENTAL TUITION

Charges will not be made for instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent. Charges

may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

CHARGING IN KIND

The school will charge parents for the cost of materials such as homework books, ingredients (or provision of them by parents) for practical subjects if the parents have indicated in advance that they wish to own the finished product.

VOLUNTARY CONTRIBUTIONS

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be excluded from the activity. The contributions will not exceed the actual cost of the activity. If the activity cannot be funded without voluntary contributions, parents will be notified when the request for the voluntary contribution is being made. In the event of insufficient voluntary contributions being made, the activity is cancelled, parent who have contributed will receive a refund.

BREAKAGES

In cases of willful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils, the Headteacher 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.

LATE COLLECTION

The school reserves the right to charge the parents of children who are collected late from the school or Children's Centre. "Late" is defined as collecting your child after 3.45pm from school or after 5.45pm from the Children's Centre, other than those in after school clubs. Children collected later than 15 minutes of the after school club finishing will be deemed as collecting their child late. Parents are required to complete the late collection book, providing the reason for collecting their child late.

GENERAL

The Governing Body may, from time to time amend the categories for which a charge may be made. The Governing Body reserve the right to review the Charging and Remissions Policy as necessary.


REMISSIONS POLICY

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the Governing Body may remit in full the cost of board and lodging for any residential activity (classed as an optional extras taking place outside school hours). In other circumstances the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full.

The Headteacher in consultation with the Chair of Governors will make authorisation of the remission.

Agreed by Governors
(Chair Signature):

Date Signed:


6th November 2017

Policy Due for Review: September 2019