



Holme C of E Primary Academy Charging and Remissions Policy

Date agreed: September 2023

Review date: September 2024 or earlier if appropriate

Purpose

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as being from 8.45am – 12.00pm, and 1.00pm to 3.10pm (EYFS/KS1) or 3:15pm (KS2).

Roles and Responsibilities

The Executive Headteacher, other staff and governors will ensure that this policy is implemented throughout the school and that the following is applied:

During the school day

All activities that are a necessary part of the curriculum will be provided free of charge.

Education partly during school hours

Sometimes an activity may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge may be made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours.)

Education outside school hours

Parents will be charged for activities (e.g. clubs) that happen outside school hours when these activities are not a necessary part of the national curriculum, and when these are provided by an outside provider. The school will offer its premises to the provider free of charge, or to cover costs incurred, and will also carry the cost of DBS checking.

Where an activity (e.g. club) is offered by a member of the school teaching staff, no charge will be made. The only exception to this is our Wraparound care 'Holme from Home' Club.

Children in receipt of the Pupil Premium, will be offered a club free of charge.

Residential activities

Parents are requested to cover the costs for these, including activities and accommodation. However, parents of children eligible for pupil premium will be supported in a reduction to the cost. However, parents must contact the

school to request this. The Executive Headteacher also has discretion to offer this subsidy to other parents in particular difficult financial circumstances.

Voluntary contributions

The school may ask parents for a voluntary contributions towards the cost of:

- Any activity which takes place during the school day including a day visit or visitor to school
- School equipment
- School funds generally

Voluntary contributions will be sought for activities during the school day which entail additional costs. In these circumstances no pupil will be prevented from participating because a voluntary contribution has not been received. No pupil may be left out of an activity because his or her parents cannot, or will not; make a contribution of any kind.

If an activity cannot take place without some help from parents this will be explained at the planning stage. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

Calculating Charges

Where a charge is made it will not exceed the actual cost. If further funds need to be raised, for example to help in hardship cases, this will be by voluntary contributions or general fund-raising. There will be no levy on those who can afford to pay to support those who can't.

The principals of best value will be applied when planning activities that incur costs to the school and/or parents/carers.

Monitoring and evaluation

The governing body will monitor the impact of the policy.

Policy Review

As with all policies, it is the responsibility of the Governors to evaluate the effectiveness of this policy and the practice that it describes. On a day-to-day basis this responsibility is delegated to the Executive Headteacher who will report back to the governing body as appropriate.

This policy is a working document, and will be reviewed each financial year.