

APPROVED BY:	SIGNED:	REVIEW DATE:
The Full Governing Body 30 November 2020		29 November 2022



STILTON CHURCH OF ENGLAND PRIMARY ACADEMY

Charging and Remissions Policy

INTRODUCTION

This Charging and Remissions Policy complies with statutory requirements, has regard to the DFE document 'Charging for School Activities' and is reviewed on an annual basis by the school's Governing Body Resources Committee.

Aims and Objectives

The aims of this Policy are to:

- Set out what the school will not charge parents/carers for
- Set out what the school will make a charge for
- Set out what the school will request a voluntary contribution for.
- Clarify how charges will be determined, so parents and carers understand why requests for payments are sometimes made for some activities.

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 spend 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 provide 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 the DBS checking.

When an activity (e.g.) club) is offered by a member of the school teaching staff, no charge will be made. Children eligible for Pupil Premium will be offered a free place.

Chargeable Activities

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services.

- Educational or other activities provided wholly or mainly outside school hours, which are not:
 - A) Part of the National Curriculum:
 - B) Part of a syllabus for prescribed public examinations, which the pupil is being prepared for at school
 - C) Part of Religious Education

(Note: this could also include before and after school clubs run by the school)

- Board and lodgings on residential visits (subject to remissions arrangements)
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers
- Provision of materials/ingredients for subjects such as Art and Design or Food Technology, where pupils take home a finished product.

Other charges

- School lunches for children in Key Stage 2
- School lunches for visiting parents/carers
- Costs incurred for Freedom of Information Requests
- The school may ask parents/carers to pay the full cost of replacing damaged or lost school property caused wilfully or negligently by their children.
- The school may make a charge for miscellaneous services up to the cost of providing such services e.g. photocopying, use of phone or hire of resources including lettings.

Swimming

Children in Years 4 and 5 have the opportunity for swimming lessons at the Oundle Pool. These are part of the National Curriculum and take place in school time. We make no charge for this activity but we do ask for a voluntary contribution per child, per session to cover the cost of transport. The costs for the use of the pool and the cost of the swimming instructors are met by the school.

Any charge or request for contributions made in respect of individual pupils will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

Calculating Charges

Where a charge is made it will not exceed the actual cost. If further funds need to be raised, e.g. 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 cannot.

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

Activities Without Charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or as part of Religious Education.
- Instrumental and vocal music tuition which is part of the National Curriculum
- Instrumental and vocal tuition for children in care
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.
- The school will provide a paper copy of the information provided on the website, without charge, to parents/carers on request.

Voluntary Contributions

The school may ask parents/carers for a voluntary contribution towards the cost of activities or equipment during the school day which entail additional costs. Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

If it is decided that despite insufficient contributions, the activity should go ahead, no pupil will be left out of an activity because his or her parents cannot, or will not, make a voluntary contribution.

Remissions Policy

The school places great importance in providing a full range of curricular activities which support children in their learning. It is recognised that in organising such a regular programme of trips, visits and visitors, some parents may find it difficult to meet a charge or make a voluntary contribution.

In its budget planning the school has provided limited resources to help offset the cost of some visits.

Residential Visits: There will be no charge for board and lodgings for pupils who are entitled to Pupil Premium. However, parents/carers need to discuss this with the Headteacher and will be asked to pay the deposit.

Charges for other 'chargable activities' may also be fully or partially remitted. Details of any remissions arrangements will be made clear when parents are informed of charges for individual activities.