

# Charging & Remissions Policy

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September 2019

## **Aim:**

The school wishes to provide the best possible educational opportunities for all pupils within the funds provided by the Local Authority. However, in order to continue to maintain the quality and breadth of education, certain activities will require financial support from parents/carers. The school's concern is to keep these financial contributions to a reasonable level to achieve value for money and, to ensure that as far as possible, all pupils are able to take part irrespective of their circumstances. We will also ensure that those who do contribute do not subsidise those who do not.

## **General Principles:**

Current legislation states that educational activities undertaken during normal school hours are to be free of any compulsory charge. However, it is also recognised that many activities have, and will continue to be, dependent on financial contributions in whole or in part from parents/carers.

## **Charging**

### **1. Visits During School Time**

The school will invite a voluntary contribution from parents/carers to meet costs in full or in part. Pupils are not excluded from participating in an activity because a financial contribution has not been made. However, in the event of insufficient contributions being made, the activity may have to be cancelled and refunds will be given. A subsidy may be provided in respect of individual pupils from the school fund at the discretion of the Headteacher.

### **2. Visits Outside of the School Day and Additional Activities**

Charges will be made for extracurricular visits and activities out of the school day in order to cover any costs of the visit.

Pupils may be offered a place on a residential visit, for which parents are charged the cost of the child's board and lodging. Residential trips are usually subsidised through voluntary funds donated to the school for this purpose so the cost is kept within the reach of all families who wish their child to participate. Please see **Remissions** below for exemptions.

**Class Funds** While all classroom materials are free of charge, parents are asked to make a small contribution towards other items including, additional consumables, drinks and snacks. The school will ask for contributions three times a year. The amount requested will be reviewed each academic year. See current Class Funds information. If pupils are cooking their own lunch, this will be charged at the same rate as a provided school lunch. Pupils who are in receipt of Pupil Premium will have this cost met by the school through this fund.

## **Remissions**

The law states that children from parents who can prove they are in receipt of certain benefits will be exempt from paying certain costs. Please contact the school business manager for further information.

Similarly, if the school is aware of other children whose parents would find difficulty in meeting a particular charge, it will be for the Governors to decide whether they wish to entertain a request from such parents for a reduction or waiving of the charges.

The Headteacher has been given the delegated responsibility to consider such cases.

The school will make available £10 per academic year towards the cost of school trips for each child who is in receipt of Pupil Premium funding.

If parents/carers of a pupil in receipt of Pupil Premium are unable to contribute towards class fund, the school will cover this cost through the Pupil Premium funding,

Residential visits will incur costs to parents for board and lodgings. A voluntary contribution to other costs incurred may also be requested. Parents in receipt of certain benefits may be given help in full or in part towards these costs. Each case will be considered independently.

For the first year, any non-payment will be subsidised by the school fund. No child will be disadvantaged for non-payment.

This policy will be reviewed in 12 months and may be amended if we have not received sufficient contributions.

## Class Fund 2019/20

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While all classroom materials are free of charge, parents are asked to make a small contribution towards other items including additional consumables, drinks and snacks. The requested amount and items covered for 2019/20 academic year are set out in the table below. Payment should be made through Parent Pay at the beginning of each term.

	Items Covered	Cost per term (autumn, spring, summer)
Pre 16	<b>Additional consumables</b>  <b>Snack</b>	£25
FE	<b>Snack</b>  <b>Community visits (including swimming)</b>	£25

### Preparing lunch

If pupils are cooking their own lunch, this will be charged at the same rate as a provided school lunch. Pupils who are in receipt of Pupil Premium fund will have this cost met by the school through this fund.

### Snack

The school is committed to promoting healthy choices and this is reflected in the foods that are provided for snack. Pupils will be offered a choice from the following:

- Toast with spread and jam, marmite or honey
- Fruit and vegetables
- Yogurt

Pupils may be offered a different snack to meet specific dietary needs as identified by health professionals.

If parents/carers wish, they may send their child to school with a healthy snack similar to those provided by school. If so the requested contribution will be reduced to £20.