



Coundon Primary School

**T**ogether **E**veryone **A**chieves **M**ore

# CHARGING AND REMISSIONS POLICY

## Monitoring and Review

<b>Author</b>	School Business Manager
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<b>Last Updated/Reviewed</b>	November 2018
<b>Updates/Amendments</b>	Additions indicated in red
<b>Adopted by Finance and Facilities Committee on</b>	
<b>Scheduled Review Date</b>	November 2019 – Unless a request or reason to change
<b>Head Teacher's Signature/Date</b>	
<b>Chair of Governor's Signature/Date</b>	

## **Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfES guidance and complements other school policies.

## **Definition**

The school day is defined as 8.45 am until 3.20 pm.

## **Responsibilities**

The Head Teacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

## **Policy statement**

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example swimming lessons.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If there are insufficient funds available it may be necessary to curtail or cancel activities.

## **Optional activities outside of the school day not run by school staff**

We will charge for optional, extra activities provided outside of the school day, for example dance club. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

## **Education during the school day**

If a non-residential activity happens during the school day there will be no charge, however a voluntary contribution towards the cost of trip will be requested. Unless sufficient funds are received to cover the cost of the trip it may be necessary to cancel.

## **Residentials**

Charges will be made for board and lodging and travel.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

### **School Meals**

Money for school meals is collected to pay **invoices from the catering suppliers and catering staff**. Free school meals are provided for those who are eligible and have completed the relevant **application on-line** as well as Universal Free School meals for Foundation and KS1 children. Parents who pay on-line for school meals are asked to pay at least 4 weeks at a time in order to keep charges down.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't.

An additional 30p will be added to all trips in order to cover administration charges.

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

### **Music Tuition**

All music tuition fees are partly subsidised by the school. The remaining costs are passed onto parents on a termly basis.

### **Eligible benefits**

Children on the Pupil Premium Register will only be asked for a voluntary contribution towards any **activities/trips**. Swimming transport will be free of charge.

### **Admin Fee on Outstanding Debts**

Where a parent/carer has to be contacted several times by telephone, text and letter to retrieve an outstanding debt then an admin charge of £5.00 will be added to recover school administration costs.