



CHARGING AND REMISSIONS POLICY

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Introduction

This document is a statement of the aims, principles and strategies used for charging parents at Heather Ridge Infant School.

Purpose

The purpose of the 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:

- Start of the day, 8.45am
- End of the day, 2.50pm

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy and learning and teaching policy.

Roles and responsibilities of headteacher, other staff, governors

The **headteacher** will ensure that the following applies:

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 such items as resources, 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 are **NOT** part of the **National Curriculum** which entail additional costs, for example, swimming, special activities involving high cost materials, trips involving traveling to another venue or visitors to school who provide a service which enriches the pupils' education. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, in the event of insufficient voluntary contributions being made, the activity may have to be cancelled and refunds will be given.

Optional activities outside of the school day

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

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residentials

Charges will be made for board and lodging, except for pupils who meet the current free school meals eligibility criteria. Other charges will be made to cover costs where necessary following guidance. In such cases parents will be told how the charges were calculated.

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. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who meet the free school meal eligibility criteria. Parents are invited to apply in confidence to the Head Teacher for the remission of charges in part or full.

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

Breakages

In cases of wilful 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.

Charging in Kind

The cost of materials, 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.

Arrangements for monitoring and evaluation

The Resources Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.