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# Calcot Infant and Junior Schools Charging & Remissions Policy

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## Document Control

<b>Adopted, Adopted and Adapted Or Schools own:</b>	A&A
<b>Annual/Bi-annual</b>	Annual
<b>Responsible Committee:</b>	Finance
<b>Ratified by Full Governors:</b>	October 2020 (cttee)
<b>Review Due:</b>	October 2021
<b>Chair of Governors Signature Mr Mark Hazelton:</b>	

## Change History

<b>Version</b>	<b>Date</b>	<b>Amendment Or No Change</b>
2	10 October 2016	Amendments
3	October 2017	No changes
4	November 2018	Amendments in line with DfE Guidance May 2018
4	Oct 2019	No changes
4	Oct 2020	No changes

## Purpose and background

The schools wish to make a broad programme of activities accessible to as many pupils as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the schools budget. It also defines other circumstances when the school may wish to ask for voluntary contributions. The policy is written to comply with the relevant terms of the Education Act 1996, the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 and the Education (Prescribed Public Examinations) Regulations 1989. It also states the school's policy for charging for information under the Freedom of Information Act 2000 (FOIA).

## Policy objectives

**Charging** No pupil should have his/her access to the curriculum limited by charges. However, the schools reserve the right to levy a charge in any circumstances permissible under statute as detailed below. When charges are to be made, the schools reserve the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

**Voluntary Contributions** Where a charge cannot be made (as is the often the case for activities which are an essential part of the curriculum, or religious education) parents may nevertheless be asked to make a voluntary contribution. The matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions.

**Remissions** The schools will apply the statutory minimum remissions to any charges that they make. This is in respect of pupils who are entitled to free school meals. However no pupil shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute.

In the case of particular need, remission outside these parameters will be at the absolute discretion of the Headteacher or the Governing Body.

**Liability for personal property** The schools do not accept liability for any items of personal property lost or damaged in school, although in exceptional circumstances a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Headteacher .

## Management of policy

**Staff:** This policy is implemented and managed by the Headteacher

**Governing Body:** The Governors' Finance Committee reviews this policy on a regular basis and recommends amendments to the Governing Body for final decision.

**Approval:** **Approved by the Governing Body**

**Next review due:** **Autumn 2019**

## Associated policies

Financial Management

Publication Scheme on information available under the FOIA

Confidential Reporting (Whistleblowing)

DfE Advice on Charging for School Activities, May 2018 .

<https://www.gov.uk/government/publications/charging-for-school-activities>

## Practice and procedures

Organisers of activities should be clear as to whether an activity falls within the parameters for charging or voluntary contributions:

**A - Activities which are AN ESSENTIAL PART of the national curriculum, religious education or for an approved examination**

Charging

It is not *normally* possible to charge for these activities.

The schools **will** normally make a charge where the law permits it **for**:

- 1.1 The cost of board and lodging for all residential activities.
- 1.2 Musical instrument tuition if the teaching is not an essential part of the national curriculum i.e. is a lesson the parent has requested.
- 1.3 Activities that take place during lunch breaks,
- 1.4 The services of a non-schools organisation employed during school hours,
- 1.5 Any charges levied by the LA for services that it provides whilst applying the remission arrangements that the Authority considers appropriate,
- 1.6 Materials used in the production of an article where the pupil's parent has indicated in advance that he/she wishes the article to be owned by the pupil, (NB where a parent declines to offer to pay for materials used in the production of an article where otherwise it would be expected that the pupil's parent would have indicated in advance that he/she wishes the article to be owned by the pupil then the pupil shall undertake the exercise but not be allowed possession of the article on completion),

Voluntary contributions

These may be asked for, but this must be done in line with the stated objectives of this policy. Organisers of activities will normally ask for voluntary contributions to cover the costs of:

- travel
- materials, books and equipment
- teaching costs including supply cover
- associated administrative and support staff costs
- tickets and entrance fees.

The organiser is expected to have constructed a balanced budget in advance. When arranging an activity the voluntary contribution requested may be set to cover the direct cost per pupil, fixed overhead costs and where appropriate, with an allowance for a contingency.

When writing to parents the benefit and educational aims of the activity must be described along with any risks associated. A request for voluntary contributions must make it clear that:

- there is no obligation to make a contribution,
- no pupil will be treated differently or not allowed to participate according to whether a contribution has been made,
- it may be necessary to cancel an activity if voluntary contributions received are insufficient to meet the costs of the activity.

**B - activities available to our pupils that take place outside, or mainly outside, school hours that are NOT AN ESSENTIAL PART of the national curriculum, religious education or for an approved examination ('extra-curricular activities')**

Charging

A charge may be levied in order to support the wide range of additional extra-curricular activities arranged by the schools. The organisers of activities will normally determine a charge to cover the costs of:

- travel
- materials, books and equipment
- teaching costs including supply cover
- associated administrative and support staff costs
- tickets and entrance fees.

For an extra-curricular activity the charge should be set to cover the direct cost per pupil, fixed overhead costs and where appropriate, an allowance for a contingency to cater for any reasonable unforeseen shortfall in income or increase in expenditure. The financial arrangements for activities are made using the School Fund.

When writing to parents the benefit and aims of the activity must be described along with any risks associated.

***C – Out of hour activities available to our pupils that take place before and after school and are NOT AN ESSENTIAL PART of the national curriculum, religious education or for an approved examination ('extra-curricular activities')***

#### Charging

A charge is levied in order to support the Out of Hours Clubs arranged by the schools. The organisers of activities will normally determine a charge to cover the costs of:

- Staffing costs
- Materials, books and equipment
- Food provided within the session

Finance governors ratified policy: 3/12/18

Review date: Autumn 2019