



**Swainby & Potto CE VA Primary School  
And  
Ingleby Arncliffe CE VA Primary School**



**CHARGING AND REMISSIONS POLICY**

### **Philosophy**

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Name	Title	Signature	Date

### **Introduction**

This charging policy has been compiled in line with DFE requirements and in accordance with s457 of the Education Act, 1996.

### **Basic Principles**

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

## **Voluntary Contributions**

There is an exception to the rule about not charging for activities in school hours. Parents may be invited to make voluntary contributions to extend the value of school funds.

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost.

Examples where parents may be asked for a voluntary contribution include

- School Trips
- Residential Visits

## **Breakfast Club and After School Clubs**

The School will charge parents for the access to Breakfast Club and the scale of charges will be approved by the Governing Body on an annual basis. After school clubs provided by staff of the school will be free.

## **School Meals**

The school will not charge any pupils eligible for the Universal Infant Free School Meal or in receipt of Free School Meal entitlement. All other pupils will be expected to pay for meals taken from the school kitchen. Once a meal debt reaches a level determined by the Governing Body the school may withdraw the offer of further meals provided by catering.

## **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved annually by the Finance Committee.

## **Remissions Policy**

If the parent /carer of a pupil is in receipt of Free School Meals/Pupil Premium the Head Teacher or Governing Body may choose to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances i.e. included in one of the above categories. This does not apply in the case of pupils in receipt of the Government's Universal Free School Meals and not in receipt of Pupil Premium.

### **Extra Curricular Activities run by External Providers**

External providers will set and collect their own charges.

### **Other charges**

The Head Teacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

### **Breakages & Damages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

The Head Teacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

### **Exceptions**

The Head Teacher, the Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

### **Scale of Charges**

These will be approved by the Governing Body on an annual basis.