



Outwoods Primary School

Written: April 2010

Ratified: April 2017

Review Date: October 2020

Charging & Remissions Policy

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered by the head teacher and/or Governing Body.

The Governing Body of the School recognise that the legislation prohibits charges for specified activities and as such:

- Will not charge for education provided during or out of school hours including books, materials, equipment and instruction where it forms part of the National Curriculum or Statutory Religious Education
- Will not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils or pupils in groups, although voluntary contributions may be sought to support activities.
- May charge for board and lodgings on residential courses. The Headteacher will inform parents of the ability to claim free activities if they are receiving certain benefits.
- May charge for activities (optional extras), which happen outside school hours when these activities are not a necessary part of the National Curriculum.
- May permit organisations to charge parents when such an organisation is acting independently of the school, to arrange an activity to take place during school hours and parents want their children to join in the activity.
- May charge for extended school care activities such as breakfast club, after school club, holiday clubs and nursery provision. These charges will be reviewed annually
- May make charges for materials or ingredients where the pupils wish to have the finished product
- May ask parents to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

Voluntary Contributions

The school may charge for school-time activities by inviting parents and others to make voluntary contributions to enable school funds go further.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising. Any charge for a pupil activity should not exceed the actual cost. The responsibility for determining the level of voluntary contribution is delegated to the head teacher. The school will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible. In most cases this will be at least 80% of the costs.

Remissions

Children whose parents are in receipt of the relevant support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips.

In some circumstances, special consideration may be given to hardship cases not contained within the exemptions. Each case will be considered by the Headteacher and decided on an individual basis.

Lettings

The Governors will review the lettings charges levied by the school on an annual basis. This will at least cover the cost, including: services (heat & light), staffing (security, caretaking & cleaning) administration and wear and tear.

The Governors will review this policy on an annual basis.