

Shere Infant School and Fox Cubs Nursery

Roots to grow, Wings to fly

Charging and Remissions Policy

Date adopted by governors: April 2018

Date for review: April 2019

**STATUS: REQUIRED
REVIEW: ANNUALLY**

Committee: RESOURCES

1. The Purpose of the Policy:

In accordance with the Education Act 1988, the school is required to establish and maintain a policy which sets out those circumstances in which a charge may be levied on the parents or carers of its pupils.

This policy takes account of all relevant legislation.

2. Policy Objectives:

The purpose of this policy is to ensure that there is clarity over those items which Shere CE Infant School will provide free of charge and for those items where there may be a charge.

3. Management of the Policy

School:

This policy is implemented and managed by the Headteacher, Bursar and School Assistant.

Governing Board:

The Governors' Resources Committee reviews this policy on an annual basis and recommends amendments to the Governing Board for final approval.

4. Associated Policies

Finance Policy

5. Practices and Procedures

A. Summary:

All activities and resources that are provided during the school day (8.40 – 3.00) and considered a necessary part of the curriculum will be provided free of charge.

No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available, it may be necessary to curtail or cancel activities.

B. Charges Relating to the Provision of Education during the school day:

Charges are not made for activities that take place during school hours, although voluntary contributions may be sought for trips and opportunities during the school day which entail additional costs.

Non chargeable activities include:

- Activities that are a necessary part of the National Curriculum plus Religious Education, including the provision of books, equipment, materials or transport. Parents may be asked to contribute voluntarily towards the costs of materials or ingredients where the student will own the finished product.
- Anything required as part of the specification for a prescribed examination.
- Non-residential trips that take place substantially (50% or more) during the school day. A contribution to the costs will be requested but parents are under no obligation to contribute;

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

C. Activities and Resources that incur charges:

Charges will be made for:

- **Residential Trips:**

The board and lodging elements of residential trips will always be charged for, irrespective of whether the trip has occurred within the school day or not, or whether the trip has taken place to fulfil the requirements of the curriculum. Other charges will be made to

cover costs where necessary. In such cases parents will be told how the charges were calculated.

- **Compulsory elements of school uniform:**

Best value considerations will apply when the school considers the sourcing of all school uniform so that no parents are discouraged from applying to the school due to prohibitive costs. The school will ensure that uniform is easily available for parents and will select items that are affordable. The school will keep compulsory branded items to a minimum and avoid specifying expensive items.

- **Costs of damages:**

These include damages to the fabric of the school premises (such as a broken window) and the defacing, loss or breakage of books or equipment. In such cases, especially where the damage is due to unacceptable behaviour on the part of the pupil, parents will be asked to pay the cost of the repair or replacement.

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

- **After School Clubs:**

Charges will be made for after school clubs if run by an external instructor or additional school resources are required to run the activity.

When a pupil is eligible for Pupil Premium funding, this additional revenue may be used to ensure that these students are able to access activities and resources that would normally incur charges.

D. Voluntary Contributions:

Shere CE Infant School may ask for voluntary contributions to subsidise particular activities for a non-specified purpose that will benefit the pupils of the school. These contributions are purely voluntary and a student will not be excluded from any activity because parents have not contributed.

Certain activities, particularly school trips, need to be funded through voluntary contributions if they are financially viable. If the

activity cannot be funded without voluntary contributions and not enough voluntary contributions are made, the activity/trip may be cancelled.

E. Shere School Fund:

Any donations to the school fund are used to contribute towards the cost of guest speakers, clubs, performances, concerts, affiliation fees, unforeseen occurrences of trips, workshops, minibus costs and coach hire.

F. Calculating Charges:

Charges made for any activity 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 cannot. Support for cases of hardship will come through voluntary contributions and fundraising.

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