

Reevy Hill Primary School

Policy Documentation

Charging & Remissions

OUR VISION

To ensure all parties are clear in their responsibilities for charges for educational activities.

Responsibility for Review: Jo Bradley, Headteacher

Relationship to other Policies	Date	Status
This policy has links to our policies on <ul style="list-style-type: none">• None	March 2014	Governor Approval
	March 2016	Review

REEVY HILL PRIMARY SCHOOL

CHARGING & REMISSIONS POLICY

All activities that take part within the school day should be free.

The school will not charge for activities that take place within the school day although voluntary contributions may be sought towards the cost of the activity.

Charges will only be made for activities that are arranged for outside school hours.

Charging in kind

If parents wish to retain articles produced in practical subjects such as baking or craft, then the school will only make a charge for materials or ingredients in exceptional circumstances. Parents will be invited to contribute to cover expenses or donate ingredients. The principle applies to parties and festivals.

Costings

Any charges made will not exceed the actual cost of providing the activity for an individual child. No element of subsidy will be included to cover the costs for pupils whose parents are unwilling, or unable to pay the full charges.

Residential/Non Residential Visits

If the number of school sessions taken up by the visit is 50% or more of the number of half days spent on the visit then the whole visit is defined as within school hours and no charge may be made except for board and lodgings.

Board & Lodgings

Parents may be charged for board and lodgings but it must not exceed the actual cost.

Remission of Charges

Any parent in receipt of income support or tax credits will be able to claim a remission of charges if the activity is deemed to take place within school hours, as described above. Where a generous donation enables an activity to take place then the remission of charges will be extended to all pupils.

Optional Extras

An optional extra is an activity, which is carried on wholly, or mainly outside school hours. Participation in any optional extra, where there is a charge levied, will be on the basis of parental choice and a willingness to meet such charges as may be made. The agreement of parents will be sought before pupils are accepted for an optional extra.

Voluntary Contribution

The school will ask parents, wherever possible, for voluntary contributions to cover expenses incurred. However, no parent will be obliged to make such a contribution and no pupil will be treated differently according to whether or not a voluntary contribution has been made.

If there are criteria for selecting a number of pupils e.g. limited number of places available, then the criteria will be published and the matter of whether a contribution has been sent will not arise.

The relevant letter to parents, regarding the activity, may say that the activity may not take place if insufficient contributions are received.

For any procedures not covered in this policy, staff are directed to the LA policy statement and DFES circular 2/89. Advice should be sought from the Headteacher in the first instance.