



Welbourne Primary Academy

CHARGING AND REMISSIONS POLICY

Headteacher	Mrs C. Everton	
Chair of Governors	Mrs J. Lowe	

Policy Adopted by Governors: March 2017

Policy to be reviewed: March 2020

Introduction

WELBOURNE PRIMARY SCHOOL

This Charging and Remissions Policy complies with statutory regulations and complies with sections 449-462 of the Education Act 1996.

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 08:50am – 3:00pm.

Aims of the Policy

- To set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

During the school day

All activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge.

- This includes any materials, equipment and transport to take pupils between the school and the activity.
- It excludes charges made for teaching an individual pupil or groups of pupils to play a musical instrument, unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), a charge will be made.

Charges will be made if a child loses or wilfully damages school equipment.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, transport costs to swimming, where tuition is covered by school in KS1 and KS2.

In these circumstances no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution.

Optional activities outside of the school day

Charges will be made for optional, extra activities provided outside of the school day, for example, Football club and other after school clubs which need funds for resources and equipment. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

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Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged, parents will be told how the charges were calculated.

Residentials

Charges will be made for board, lodging, transport and any extra visits or activities to be made on the residential. School will not make a profit on any of the residential trips and works hard to keep the cost down so that all children can participate. However, if the number of children wishing to attend does not cover the cost of the residential, it will be necessary to cancel these trips.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they 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 can't. Support for cases of hardship will come through voluntary contributions and contributions from charities.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents. The Head Teacher will use their discretion to ensure that no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Freedom of Information Act

Information published on the School website is free, although costs may be incurred from Internet service providers. Internet access to the School website can be provided by using a local library or an Internet café.

Single copies of information covered by this publication are provided free of charge. If the School is requested to provide information which means that a lot of photocopying or printing has to be carried out, or a large postage charge has to be paid, or is for a priced item such as some printed publications or videos the School will advise of the cost before fulfilling the request.

Arrangements for monitoring and evaluation.

The Personnel and Finance Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

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