



# BeDifferent Federation



## Charging and Remissions Policy

Mrs Bull Chief Executive Headteacher September 2021





### **Purpose of the Charging Policy**

The Federation of Lonsome, Singlegate and William Morris Primary Schools aims to deliver a broad and balanced curriculum that is enriched through a wide variety of additional experiences. These take place both on and off the school site and all activities are chosen to support the children’s learning and the school’s ethos.

The Governing Body strongly support extra-curricular activities on and off site which enrich children’s school experience and learning and they will do their best to ensure that these continue.

This policy has been informed by The Governance Handbook and The Education Act 1996 which clarifies the activities for which charges can be made or voluntary contributions sought. The Act gives the school the discretion to charge for optional activities provided wholly or mainly out of school hours and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or after school hours.

This policy complements the school's Equalities Policy and policies under the Business Committee.

### **Aims of the Charging Policy**

The aims of the Charging Policy are to:

- ensure activities offered in school time are available to all children regardless of their parents’ ability or willingness to help meet the cost
- identify those activities for which charges may be levied
- invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours

### **Charges**

The Governing Body reserves the right to make a charge in the following circumstances allowed by the Act.

### **School Trips**

When organising school trips or visits which enrich the curriculum and educational experience of the children, we will invite parents to contribute to the cost of the trip. All contributions are voluntary; however, should we not receive sufficient contributions to make the trip viable, it might be cancelled. If a trip goes ahead, it will include children whose parents have not paid any contribution. If a parent





wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. The school will provide a breakdown of how trips and activities are funded should this be required.

### **Residential Visits**

Our residential activities take place largely during school time and as such no charge will be made for the education element of the trip. Expressions of interest are sought prior to the visit in order to determine whether or not it will go ahead. This includes a breakdown of the costs involved.

### **Music Tuition/Dance Lessons**

All children study music as part of the school National Curriculum for which there is no charge for music teaching or equipment. If offered, a charge will be made for individual or group music tuition and singing lessons as this is not part of the National Curriculum.

### **After School Clubs**

After School Clubs are provided by a third party supplier to the school. Families wanting their children to participate in any of the After School Club activities must pay the advertised fee which is charged on a per child per activity basis.

### **Swimming**

The school organises swimming lessons for children at Nuffield Health Centre and Canons Leisure Centre, as part of the National Curriculum. Voluntary contributions will be requested from parents to help cover the cost of the swimming instructor.

### **Additional In-School Charges**

Private Photocopying/Telephone calls:

The Governors have agreed that, under normal circumstances, a small charge will be made for personal photocopying but no charge will be made for phone calls.

Other charges may include for example ingredients for cooking which is not part of the National Curriculum. On some occasions parents will be asked to supply these materials or we will make a request for a small contribution. Parents will be given advance notification.





### **Breakages**

In cases of wilful damage, breakage or loss of equipment on loan to children, the Chief Executive Headteacher, in consultation with the Chair of the Business Committee may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Income from Sales and Services**

Some goods can be purchased through the school for the convenience of parents and children such as water bottles. Some goods will be sold through the school with the intention of making a small profit and this often takes the form of commission; an example of this is sales from Book Fairs. Income can also be collected for entrance fees to school performances and fairs.

### **Income from Donations**

Occasionally, the school will seek voluntary donations from events such as non-uniform days. The purpose for which the donation will be used will be explained clearly to parents and visitors.

### **Calculating Charges**

When charges are made for any activity, whether during or outside of the school day with exception to the After School Clubs, they will be based on the actual costs incurred, divided by the total number of children participating. There will be no levy on those who can pay to support those who can't. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents. We will consider the burden of these costs for families with a large number of children.

### **Financial Assistance**

The Chief Executive Headteacher and Governing Body will always ensure that careful consideration is always given to making up any shortfall in voluntary contributions from parents from the school's delegated budget. No child will be excluded because the school has not received a voluntary contribution towards the cost involved. However, the school has limited finances to offer extra-curricular activities free of charge and on occasion some support may be offered from the School Fund. Parents experiencing difficulty over paying for a particular activity should speak in confidence to the Chief Executive Headteacher.





### **Arrangements for Monitoring and Evaluation**

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

