



## **CHARGING AND REMISSIONS POLICY**

### **DANEHILL CE PRIMARY SCHOOL**

Reviewed - November 2015, November 2016  
Next review – Autumn 2018

# Charging and Remissions Policy

## Introduction

Legislation in sections 449 and 462 of The Education Act 1996, requires the Governors of Danehill Church of England School to adopt a charging and remission policy in respect of activities which take place within school time, as determined by the Act.

It is the Governors' belief that activities organised by the school, as part of the children's education should be available to all children regardless of their parents' financial circumstances. No child will ever be excluded from an activity for non-payment of a contribution, though there could be occasions when an activity may need to be cancelled if there is a significant shortfall overall.

## A. VOLUNTARY CONTRIBUTIONS

In order to enrich and enhance the curriculum for all pupils, activities may be organised for which the Governors will request contributions from parents or carers. All such requests will be made in writing setting out the reason for the request. All such charges will not exceed the cost of the activity apportioned equally amongst those participating.

In respect of voluntary contributions the Governors will take account of the following factors:

- The need for long term planning so parents receive adequate notice of a request for a voluntary contribution;
- The right of parents to withdraw their voluntary contribution before the booking has been made;
- The availability of other sources of funding to subsidise the activity, for example, PTA funds, the School Fund or the school budget, and pupil premium.

Any parent who is unable to meet the cost of the voluntary contribution is asked to approach the Headteacher in confidence, either in writing or in person, so special arrangements may be made.

If a parent wishes their child to take part in a school trip or event, but is unwilling to make a voluntary contribution, the child will still be allowed to take part.

Parents have a right to know how each trip or event is funded and the school will provide this information on request.

Voluntary contributions are required for the following activities:

### 1. Visiting groups and special curriculum events

In relation to planned activities during the school day, for example a theatre visit, artist in residence, musicians, dancers, sports coaches, authors, poets and so on, and special

curriculum resources such as for cooking, art work and Science and Design Technology, the Governors will invite parents to make a voluntary contribution towards the cost of providing such activities .

## **2. Off-site activities**

It will be necessary to ask parents to make a voluntary contribution for any off-site activity which requires transport and entry costs to ensure the activity may take place. If substantial parental contributions are not forthcoming for any proposed trip, then the Governors will look at the viability of the activity taking place. Payment for such activities will be made prior to the event and the cost will vary depending on the cost of transport and admission. Parents may pay for these trips either in one payment, or they may spread the cost over several weeks. Any parent wishing to do this should ask in the office. The school aims to have an average of two off site trips per year. If there is a voluntary cost for the trip we will do our best to keep it to an average of £15 per trip. However, there may be times when this may be difficult e.g. a trip to London.

## **3. Residential trips**

The school usually runs residential trips for Years 5 and 6. Charges will be made for the trips. However, if there are families for whom the cost of the trip is onerous, they are invited to speak in confidence to the Headteacher, who may have access to separate funding streams.

## **B. FIXED COST ACTIVITIES**

Payment from all participants is required for the following activities:

### **1. After School and Lunchtime Activities**

Any Lunchtime and After School Clubs run by outside bodies will be subject to a charge and parents will be asked to pay these organisations directly. Any After School Clubs run by the school may be subject to a charge for resources only, but this would be made clear to parents before choosing the option for their children to attend such an activity. Any parent who was unable to pay this charge would be invited to discuss this, in confidence, with the Headteacher.

### **2. Music Tuition**

All children study music as part of the National Curriculum for which there is no charge. However, pupils may apply to the Local Authority for instrumental tuition from the Schools' Music Service. The cost of this tuition is paid for by parents. Parents will be informed of the cost before they agree to their child beginning the lessons. The hire or purchase of musical instruments must also be fully funded by the parents.

### **C. BREAKAGES**

The school may ask parents to pay for damage to school property or equipment where this is a result of a pupil's behaviour.

### **D. CHARGING FOR INFORMATION**

The school will not charge for information that is normally published, for example the school prospectus. However, if the request requires additional work from school staff, a fee will be made. The fee will be dependent upon

- the nature of the request
- the time spent finding the information
- the time spent removing any exempted information, eg. personal details
- the materials used, photocopy costs and postage.