



Charging and Remissions Policy

Crown Lane Primary School & Children's Centre recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The school aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. Any charges made by the school must meet the requirements of the Education Reform Act 1996. The school endorses the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

The purpose of this 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 Monday to Friday 9.00am – 3.15pm.

The school believes that activities such as swimming and educational visits (or visitors) are an extension to, and an enrichment of the curriculum.

The school will:

- ensure that activities offered as part of the National Curriculum and wholly within normal school time should be available to all pupils, regardless of their parents' / carers' ability or willingness to help meet the cost.
- invite voluntary contributions for the benefit of the pupils or in support of any activity organised by the school, either in or outside school hours. All contributions are voluntary. Only in exceptional circumstances if the school does not receive sufficient voluntary contributions, it may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. The school does not treat these children differently from any others.

- charge, where necessary, for optional activities provided wholly or mainly out of school hours.

The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs and trips can make towards pupil's personal and social education.

The Governing body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils and as additional optional activities.

We believe that all our pupils should have equal opportunity to benefit from all school activities regardless of their parents' financial means. Our charging and remissions policy sets out how we will do our best to ensure this. This policy is in accordance with section 457 of the Education Act, 1996.

Education provided wholly or mainly during school hours is deemed free for all pupils during school hours. The school will not impose a charge for any activities which form part of the National Curriculum, that occur during school hours, however we may ask for voluntary contributions, in order for particular enrichment activities to take place.

Voluntary contributions are not compulsory and pupils of families who cannot make a contribution will not be discriminated against. No pupil will be left out of an activity because his/her parents cannot, or will not, make a contribution of any kind.

School trips

The majority of the cost of school trips during school hours will be met by the school. We will ask parents/carers for voluntary contributions towards any school trip that incurs a cost.

We will ensure that costs are kept to a minimum without impeding the health and safety of pupils and adults. Charges will be made for trips which are not part of the school curriculum or take part outside of the school day.

Contributions from children will not be used to pay for adults.

School journey

A proportion of the cost of the annual school journey for Year 6 pupils is met by the school and the PTA.

The school will apply annually for grants to help towards the cost of the trip. If this is obtained we will lower the cost for each child appropriately however parents are asked to make a contribution towards the cost of board and lodging during the time away. Pupil Premium allocation is used to support some children's participation.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this.

For after school clubs and any music tuition which is taken as an extra curricular activity there may be a charge.

Damage/loss to property

Charges may be levied in respect of wilful damage, neglect or loss of school property (including premises, equipment, books or materials) belonging to the school or third party, where the cost has been recharged to the school. The charge will be the cost of the replacement or repair or a lower cost subject to the Headteacher's discretion.

School Meals

School Meals will be charged at the rate set by the school for pupils who must pay for their meals. Meals should be paid for in advance to avoid building up any arrears. Where families fall behind with payments, a letter will be sent asking them to discuss the issue with the school Office Manager. Failure to resolve the issue may result in school meals being withdrawn until the debt is recovered.

Adults will be charged at the rate set by the school.

Current rates are available from the school office. The school will set charges at a cost price.

Breakfast, ACE and After-School Clubs

The charge is determined by the annual running costs. Charges will be reviewed annually by the Governing Body.

Photocopying

Any photocopying requests received, under the 'Freedom of Information Act', will be charged at *10p per sheet for black and white printing and 20p per sheet for any colour printing.*

Private fees

Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. Mid year pupil progress report for solicitors, private psychologist reports) will be charged at an agreed rate by the Headteacher. This rate will include a cost for staff time to sort and collate the relevant information (a maximum of £25 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

Remissions

In order to remove financial barriers from disadvantaged pupils the school has agreed to offer reduced rates to parents in particular circumstances or not to charge, this will be at the discretion of the Headteacher. Pupil Premium income will be used to enable this. The Headteacher will liaise with the school's Deputy Head for Inclusion or Deputy Head for Teaching, Learning and Extended Provision when making any decisions.

Lettings

See lettings policy.

Income

The schools financial software package allows for invoices to be produced. We can then identify income owed/due. The finance officer reviews this as part of monthly reconciliation. The invoices produced state the terms which are normally 30 days for payment.

The invoice and remittance advice has the school's name and who cheques should be made payable to.

Income received

School Dinner/Breakfast/ACE/After-school Clubs and School Journey income: parents/pupils place money in envelopes provided by the school, marking this with their name, class and amount. Receipts are given for all payments received.

School Trips

Voluntary contributions for trips should be handed to the class teacher. The class teacher and the staff member who has collected the money will verify the amount handed over and both will sign the income received sheet. Cash must not be kept by any member of staff in other areas of the school.

April 15

Next review: annually

Approved:

Chair of Governors: _____ Date: _____

Headteacher: _____ Date: _____