



*Be the best you can be, every day*

## **CHARGING AND REMISSIONS POLICY**

### **Introduction**

**THIS DOCUMENT IS** a statement of the aims, principles and strategies for charging and remissions at North Downs Primary School.

**IT WAS DEVELOPED** through a process of consultation with teaching and non-teaching staff.

**IT WAS APPROVED BY** the Governors in Spring Term 2015

**THIS POLICY WILL BE REVIEWED** in the Spring Term 2018.

### **Aims**

The aim of this policy is to set out the circumstances in which charges will or will not be made for school activities and when charges may be waived.

The school wants to provide a range of experiences to enrich and extend pupils' learning and to contribute to personal development. All pupils should have an equal opportunity to benefit from school visits, curricular and extra curricular activities. However some of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost. The policy sets out what we charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

### **Policy Statement**

The policy must comply with the requirements of the Education Act 1996, the Surrey Scheme For Financing Schools (SSFFS) and the provisions in Section J of the Finance Manual (part of SSFFS). Where 'parent' is referred to, this will include adults with a responsibility for the pupil.

### **Principles**

Education provided wholly or mainly during school hours should be free of charge, schools hours being those hours when the school is actually in session and not including the break in the middle of the day. The main exception to the principle of free education, which the law allows, is that a charge may be made in respect

of individual tuition in playing any musical instrument, even if such tuition takes place during school hours.

### **Voluntary Contributions**

Voluntary Contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the curriculum. The contribution will be voluntary and if the parent is unable or unwilling to pay, the child will not be excluded from the activity as long as parental consent has been given. If sufficient contributions are not received the activity may be cancelled. Parents will be advised of this when the voluntary contribution is requested.

If appropriate and funds allow, the school or PTA may pay a proportion of the costs in order to support a visit. Parents have a right to request details of how each trip is costed.

### **Optional Extra Activities**

These are activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the curriculum or to religious education.

Charges may be made for materials, books, instruments or equipment if the parents wish the pupil to own them. This means we may charge for:

- Materials used in technology if the child is expecting to take the finished product home
- Cookery ingredients if the child will take the result home
- Trips which are not part of the school curriculum or are outside the school day
- After school clubs
- Schools may charge for music tuition if it is not required for the curriculum and is provided for an individual pupil or for groups of children

The charge will not exceed the actual cost of providing the optional extra activity. Agreement for the charge will be obtained before the optional extra activity is provided.

### **Breakages and Fines**

The Governing Body reserve the right to ask parents to pay for the cost of replacing any item such as broken windows, defaced or damaged books or any item as a result of unsatisfactory pupil behaviour. Parents cannot, however, be taken to court for this money.

## REMISSIONS

**Music Tuition** - Advice on the charges and remission for individual tuition and small groups during and after school can be obtained from the Senior Music Manager at Surrey County Arts.

**Activities run by a Third Party** - an organisation other than the Governing Body is permitted to levy a charge directly on parents for activities organised in school hours by a non-school organisation. The school need not be involved in collection of charges on behalf of the third party organisation. Where pupils are granted leave of absence to attend these activities it is for parents and any staff members similarly released to satisfy themselves about the adequacy of the arrangements made by the third party to secure the safety and welfare of the children.

**After School Clubs run by a Third Party** - the school need not be involved in collection of monies on behalf of the third party organisation. The organisation will set its own terms and conditions and remission arrangements for parents.

Signed \_\_\_\_\_ (Chair of Governors)

Date \_\_\_\_\_