



“Let your Light shine”

Matthew 5:16

The Polehampton C. of E. Schools

Charging and Remissions Policy

Review Period – as required

Document History

Version	Issue Date	Comments	Total pages	Signed by chair of committee
1.0	9.5.13	First federation policy	5	
2.0	21.6.16	Reviewed – no changes	5	
3.0	28.11.17	Policy amended to reflect change to parental voluntary contributions	8	
4.0	23.3.21	Remove request to ask for donations for occasional class arts & crafts due to annual parental donations request.	8	



“Let your light shine” Matthew 5:16

These words of Jesus are at the heart of our school’s vision. They inspire and motivate our whole school community. Jesus reminded us in Matthew’s gospel that we are lights for the world. As we seek to follow him, we share his light with others and change the world!

Introduction

The Governing Body accepts, whilst the two schools have one Governing Body, that there are differences in practice between the Infant and Junior School, due to the facts that

- There are more opportunities for older children that involve additional payments (residential trips, music tuition, etc)
- The Junior School can apply to the David George Trust for funds to support suitable activities.

The Governing Body will expect all activities wholly or mainly outside school session time not to incur a cost to the school budget unless the Governing Body has been consulted and decided otherwise.

The Governing Body may ask for voluntary contributions for school activities that are either wholly or mainly in the school session and incur a cost to the school that is over and above the normal day to day expenditure.

‘School hours’ are those in which the school is actually in session, not the midday break.

Legislative background

Education Act 1996: sections 402, 450 – 458, 460

Further information

‘A Guide To The Law For School Governors’, Chapter 24, DfEE

‘Offsite and hazardous activities guidance manual’, Wokingham.

Admission

No charge is made for admission.

Education during School Hours

Charges may be levied as follows:

Instrumental Musical Tuition

The school has the right to charge for the full cost of providing this type of tuition to individual pupils or groups of pupils in groups up to four where that tuition does not form part of the National Curriculum.



Currently, this type of tuition is provided by teachers from Berkshire Young Musicians Trust and Rock and Pop Academy Ltd they levy their charges directly according to their own policy on charges and remissions.

Non-school Organisations

A non-school organisation that arranges an activity to take place during school hours may charge parents who want their child to join the activity.

Educational Visits and Special Events

Parents may be asked to make voluntary donations for an activity or event totally, partially or not at all.

Activities that take place during the school day will be open to all children whether or not their parents make a contribution.

Parents will be warned in advance that unless sufficient funds are collected, the activity may have to be cancelled.

The cost of activities may be supplemented from school funds at the discretion of the Headteacher.

No child may be taken on a school trip on transport unless the school has received a permission. (See School Visits Policy)

Out of School Activities

An 'out of school activity' is one that takes place wholly or mainly outside school hours. This is then defined as an 'optional extra' and a charge can be made.

Charges for 'optional extras' outside of school hours may include:

- travel, board and lodging for pupils
- materials, books and equipment
- entrance charges to facilities
- staff costs - both support and teacher costs (where a teacher/instructor has been engaged specifically to provide the activity).
- insurance.

With an 'optional extra':

- Parents can choose whether their children attend or not;
- No profit can be included from any charges made - it is to be based on the actual cost of the activity divided by the number of pupils taking part;
- Charges on some cannot be used to subsidise others i.e the cost will not include a share of the cost of any remissions - if further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fund-raising;
- A charge cannot be made for alternative provision for any pupils not attending.

For day activities, if most of the time spent is during school hours then the activities count as taking place entirely within school hours and no compulsory charge may be made. If most of the trip is outside school hours then a charge is allowed. Only the element of travel that takes place during school hours may be counted as part of the activity.

For residential activities, a trip counts as falling within school time if the number of sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity.



Both our residential trips for Years 5 and 6 are considered to be within school hours and not an optional extra.

Damage to property

The Governing Body reserves the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

Remissions

The Governing Body does not wish to see any child disadvantaged by virtue of the fact that their parent(s) are unable to pay. The Governing Body will:

- Remit all charges otherwise payable by parents of a pupil in respect of board and lodging, provided for their child pursuant to the charging policy, for the duration of a residential trip if the parents are in receipt of pupil premium.
- Give consideration to remitting all or part of any charges payable by a parent of a pupil in all other instances pursuant to its charging policy.

The Headteacher will decide whether there are sufficient funds to permit a trip to go ahead.

The Headteacher will seek financial support from the David George Trust, Polehampton Trust and other charities to help families who are in need.

Pupil Premium

Currently, schools are given money each academic year for pupils who have ever been in receipt of free school meals. The school is allowed to use these funds to support these pupils. We would consider each child's needs individually and may consider using pupil premium funds to support children to experiences that would normally require parents to pay.

Voluntary Contributions

Following a consultation with parents in the Summer term 2017, the schools now both make a request for a voluntary contribution from their parents.

The PTA now manage these donations for our schools.

Monitoring and Evaluation

The policy will be discussed as required by the Finance and Human Resources Committee of the Governing Body. The Headteacher will report to the committee on the workings of the policy, new legislation and any issues that may have arisen.