



Charging and remissions

*Learning, striving, excelling
Guided by faith...*

Last review: January 2014
Next review January 2019

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' 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 of the school and as additional optional activities.

Charging Policy

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

Charges

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

Activities outside school hours

The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours; this includes residential visits. A charge will be made for the cost of board, lodging and travel costs; the cost will not exceed the actual cost of provision.

Individual/Group Instrumental Tuition

The cost for providing individual/group instrumental tuition the charge will not exceed the cost of provision. Looked after children, are entitled to free music tuition.

Charging in Kind

The cost of materials and ingredients (or provision of them by parents) for practical subjects if the parents have indicated in advance that they wish to own the finished product.

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

General

The Governing Body may, from time to time amend the categories for which a charge may be made. The Governing Body reserve the right to review the Charging and Remissions Policy as necessary.

Remissions Policy Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the Governing Body will offer

financial support towards the cost of board and lodging for any residential activity (classed as an optional extras taking place outside school hours). In other circumstances the Governing Body will invite parents to apply in confidence to the Head teacher for remission of charges (in part or full.) The Headteacher, in consultation with the Chair of Governors, will make authorisation of remission.

Letting of the building:

Governors reserve the right to offer use of the school hall for vulnerable or local community groups especially, where the activity they provide is beneficial to the school community, without charge. Where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children then the school's arrangements for safeguarding will apply.

General Guidelines:

All lettings to be at the discretion of the Head teacher, following discussion with the Chair of Governors, who retain the right to refuse lettings if they consider it to be in the best interests of the school to do so – in particular groups that may compromise or undermine the school's Christian ethos and values. Lettings to groups not associated with the school may not occur between 8am and 6pm during term time.

Use of Facilities

Those who use the facilities free at the discretion of the Head teacher must be advised that they cannot rely on the school's risk assessment for any activities carried out, however these will be provided for all hirers. The user of the facilities is responsible for ensuring that they are acquainted with fire, safety and evacuation procedures within the area(s) in use. Fire exits must not be blocked or locked, nor should furniture, equipment or other obstructions be placed in corridors during the hiring. Any user of the school facilities is responsible for ensuring that good order is kept on the premises and within the immediate environs of the school, and the premises are left in a clean and tidy state. Any persons using the facilities will be responsible for ensuring that the group has adequate insurance cover for any activities undertaken. The school reserves the right to levy a charge to cover cost of repairing damage or any additional cleaning that may be required after an event/session. For security reasons, any persons using the facilities will not have access to school telephone or internet facilities without direct permission from the head teacher. The area within the school boundary is designated a non-smoking area. No combustible materials are to be used within the school grounds, except with the express approval of the Governing Body.

Review

This policy will be maintained by the Finance & Staffing Committee, and will be reviewed every 5 years or earlier where the governors have agreed a change in practice.

Written and agreed by governors: January 2014 Next review: January 2019