



CHARGING AND REMISSIONS POLICY

Date of last review:	May 2019
Date approved by Governing Body:	9th July 2019
Date of next review:	Summer 2022
Committee responsible for implementation and review:	School/policy review group

Philosophy

We recognise the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences, can make towards children's education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the federation and as additional optional activities, in line with our federation values of Love, Respect and Aspire. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra- curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Principles

- The schools may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child will be excluded from any such activity on the basis of non-contribution, nor will they be treated differently from other children. However, it should be explained to parents that the activity will be cancelled if insufficient contributions are made.
- Support is available towards part or all of the cost of activity where there are financial difficulties.
- A charge may be made where it enables the schools to increase or enrich our non-statutory extra-curricular provision.
- Parents will be given the maximum notice possible of an activity for which a contribution will be requested.
- Provision will be made for payments to be made in instalments.
- Parents must agree to any activity involving a charge before the child undertakes the activity.
- Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.
- There will be no charge for materials used in activities which are part of the National Curriculum.
- Activities should represent value for money.

- Due regard will be paid to the principles for charging set out in the Charges for School Activities – Education Reform act 1996.
- It is a requirement for schools involved in visits and ventures to operate through Hampshire County Council's agreed standard financial operating procedures and to take advice accordingly over any matters arising.

Charges

1. Offsite extra-curricular activities

A voluntary contribution not exceeding the actual cost will be requested.

Residential visits

Parents will be informed of the total cost which incorporates a charge for board and lodging and a contribution to all other costs incurred in participating in the visit.

2. Onsite activities

Music tuition

- The cost of instrumental lessons from a suitably qualified teacher or instructor to individuals or small groups will be met through a combination of subsidy from the school's budget and charges to parents. Charges are set on an annual basis and paid termly in advance.
- Credit will only be given if the teacher fails to attend the lesson.
- A charge will be made for loan of instruments from school and parents will be asked to make a contribution towards the costs of repairs to instruments loaned from school.
- Parents will be asked to make a contribution to the cost of sheet music.
- Parents will normally cover the costs of graded music examinations but no child will be entered for these examinations without the prior approval of parents.
- Parents will be informed in writing of the full cost of learning to play an instrument before their child commences tuition.
- Pupils participating in a music activity organised as part of the schools' out of hours clubs activities, such as a lunch time recorder club, will not be charged.
- An enhanced subsidy will be given if either of the following criteria are met: children are in receipt of pupil premium funding or have received it in the past; families are currently in receipt of Working Tax Credit.

3. Sale of products

The schools will sell to parents small items for school use. The amount charged will cover the purchase costs of these items and meet any other financial requirements regarding the sale of such items by the schools.

Arrangements for part or full remission of charges

In order to remove financial barriers from some pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances.

- Parents of pupils experiencing financial difficulties or receiving benefits may be entitled to a remission of part or all of the charges or voluntary contributions on production of evidence.
- Parents who have contributed voluntarily may have a refund if their child is unable to participate in the activity due to illness.
- The amount of remission will always be at the discretion of the Executive Headteacher who will report to the Full Governing Body.

Key responsibilities

Governors

- will review and amend this policy in line with their policy review schedule
- the finance working party will review the charges for music instrumental teaching and residential visits with the Executive Headteacher and Business Manager and make recommendations to the Full Governing Body. These charges will be reviewed annually.

Headteacher

- is responsible for the day to day implementation of this policy
- will sanction all activities which incur either a charge or a voluntary contribution
- be responsible for drafting proposals for charges
- will provide information requested by governors

Class teachers

- are responsible for planning activities which involve a charge or voluntary contribution well in advance so parents may be given maximum notice
- discussing any such activities with the Executive Headteacher or Heads of School before informing parents
- informing parents in writing of the details involved in such activities

Office staff

- will provide effective financial administration enabling efficient budget management by the Executive Headteacher
- are responsible for all administration involved in collecting monies linked with activities involving a charge or voluntary contribution
- liaising with staff over any issues connected with these payments

Monitoring and reviewing the policy

This policy will be reviewed and an impact assessment carried out by:

- using the Governing Body policy evaluation tool
- ensuring the school is inclusive for all children in the areas covered by this policy
- ensuring no parent pays more than the actual cost incurred
- ensuring financial support is given to families where appropriate