



Policy Statement	
Subject	Charging and Remissions
Coordinator	Headteacher
Date	July 2018
Review date	July 2020 or as needed when new DfE guidance is issued

Introduction

The purpose of this policy is to provide clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The 1996 Education Act sets out the law on charging for school activities. This policy fulfils that requirement and was written after consulting DfE guidelines produced in May 2018 ‘Charging for school activities’ (Reference: DFE-00244-2013)

The governing body provides a curriculum which enriches children’s experiences. Some of these experiences are visits out of school, other experiences are provided by arranging for visitors to come into school. Funding for these visits can only be collected from parents on a voluntary basis. Parents are notified of this by letter. Day School makes a determined effort to keep costs as low as possible. The aim is to ask for approximately £30 per year (excluding residential experiences).

Procedure

The Headteacher and Leadership Team in school will ensure that this policy is implemented correctly.

All pupils will take part in all first-hand experiences that are provided as part of the curriculum.

It is school policy that no pupil will be excluded from any activity on financial grounds only. However if insufficient funds are collected, then the activity might not take place. If there are insufficient funds then either:

1. The trip will be cancelled
2. Contributions will be returned and the whole cost met from school funds
3. The trip will be funded by grants to school.

This decision will be made by the lead teacher in the year group after consultation with the Headteacher, Associate Headteacher or Deputy Headteacher.

Exceptions to the Procedure

Residential visits: Charges will be made for board and lodging. Remissions will be provided for pupils whose parents are in receipt of the benefits as listed in the latest DfE guidance on Charging and Remissions.

The school will also provide remissions for board and lodging where pupils are in receipt of pupil premium.

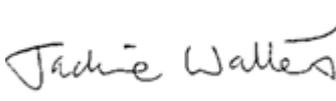
Optional extras outside school: Charges may be made for optional extras e.g. Breakfast club, holiday clubs, sports tuition or tournaments, music tuition. These activities are not part of the National Curriculum or Religious Education or part of an examination syllabus. In some of these situations, families where the child is in receipt of Pupil Premium may have a reduced rate or access without payment. Clarity will be given each time an optional extra is offered to the pupil.

Photocopying: A charge may be made for photocopying documents to parents and outside agencies, including admin time.

Talented Pupils: Any external or additional money donated to school may be used to supplement the Newby Foundation which can be used to support and develop pupils identified as having a particular skill or talent. Recommendations may be made in writing to the Governing Body by staff or parents.

When charges are made, they will be based on the actual costs incurred.

Ratified by Governors on 12 July 2018

Signed..........

Chair of Curriculum and Policy Committee