

## PORTESHAM CE VA PRIMARY SCHOOL

### CHARGING AND REMISSIONS POLICY

During the day all children shall have full and free access to a broad and balanced curriculum. The school day is defined as 8.45am-3pm.

This policy complements the school's equality policy, curriculum policy and teaching & learning policy.

The Headteacher will ensure that the following applies:

#### *During the school day-*

- All activities that are part of the National Curriculum plus religious education will be provided free of charge
- Any equipment and materials etc used to deliver the National Curriculum will be provided free of charge, *excluding charges made for teaching an individual pupil (unless it is part of the support provided for a child with SEN) or charges made to groups up to four being taught to play a musical instrument.*
- Voluntary contributions may be sought for activities during the school day, which incur extra costs such as educational visits. However no child will be excluded because his/her parents cannot or will not make a contribution.

#### *After the school day-*

- The school may charge for optional activities outside the school day such as after school clubs. This will be to cover the cost of employing an outside tutor and/or any materials used during the session. However it is the wish of the Governing Body and the Headteacher that there will be several after school clubs that will be free and these will be run on a voluntary basis by school staff.
- If a non-residential activity happens partly inside the school day and partly outside it, there will be no charge if most of the time spent on the activity falls within the school day. If most of the time for the activity is outside the school day then a charge will be made. Parents will be told, in this case, how the charges have been calculated.
- For residential trips charges will be made to cover board and lodging and transport except for pupils whose parents are in receipt of Income Support, Family Credit, Disability Working Allowance or an income-based jobseeker's allowance.
- Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half days taken up by the activity. Parents will be told how the charges were calculated.
- The charges for all the above will be based on the actual costs incurred, divided by the number of children participating. There will be no levy on those who can pay to support those who cannot.
- The principals of best value will be applied when planning activities that incur costs to the school and/or charges to the parents.
- Support for cases of hardship will come from voluntary contributions to the school's fund set up for this purpose.
- The school may fund raise to support this fund, which also can be used for funding of other activities and for the purchase of items to enhance the facilities and activities provided by the school.

**The Staffing and Finance Committee** will monitor the impact of the policy by receiving, on a yearly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of the subsidies. The policy will be reviewed at this time.

