



Newfield

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CHARGING & REMISSIONS POLICY

Introduction

Governors believe that all pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. In line with extended schools regulations this policy describes how the school will best ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. (Appendix 1)

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

1. The policy identifies activities for which:

- Charges will not be made.
- Charges will be made

2. Voluntary contributions

The School may seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature. Pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law states:

If the activity cannot be funded without voluntary contributions parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

3. Activities when Voluntary contributions are requested may be

- a) When organising school trips, visits or activity which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of entrance and transport and the employment of staff to deliver activities. The contribution will not exceed the actual cost.

4. No charges will be made for
 - a) Education provided during school hours is free. The school does not charge for any part of the National Curriculum.
5. Activities for which charges may be made
 - a) Activities outside school hours
Charges will be made for non-residential activities which take place outside school hours i.e. before and after school activities.
 - b) Residential activities
For residential trips deemed to take place during school time no charges may be made for any part of the trip other than for the board and lodging and transport costs of that trip.
 - c) Damage/Loss of Property
A charge may be made in respect of willful damage, loss of school property (i.e. reading books). The charge will not exceed the actual cost of repair/replacement

It is the policy of the School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision

Activity or items which will or may be charged for	Notes
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Charges may be made for any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them</i> ; Parents may also be asked to provide ingredients for their child to support a lesson where the child takes the end product home Parents may be charged for extra revision books Parents may be charged for additional snacks	Eg. A clay model – a charge to cover the cost of the clay. School Photographs, DT resources EG. Food for sandwich making Year 6 SATS revisions Foundation stage snacks
A contribution to the cost will be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra for an individual pupil or groups of pupils
A contribution will be made for all after school activities, other than sports and music which incur staff costs and/or resources used.	The cost, or a proportion of the costs, for staff employed to provide such activities. Consumables used eg, healthy eating, pottery and art.
<ul style="list-style-type: none"> Charges will be made for the board and lodging component of a residential trip 	<ul style="list-style-type: none"> The charge will not exceed the actual cost

6. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end the school will try to adhere to the following guidelines:

- Where possible publish a list of visits at the beginning of the term so that parents can plan ahead
- There is an opportunity for parents to pay in instalments
- That children who qualify for free school meals will be entitled to attend one after school activity free of charge
- That there will be a subsidy of 50% for families with more than two children attending after school activities
- It is acknowledged that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and this method will only be used if there is a restriction on places available.

Policy Agreed by the Governing Body on: 2 December 2014

Signed



Stuart Davey, Chair of Governing Body

Review Date: December 2016