

Charging and Remissions Policy

Introduction

This policy has been formulated in accordance with the DFE guidance.

Aim

The aim of this policy is to set out what charges should be levied for school activities, what remissions could be implemented and the circumstances under which voluntary contributions can be requested from parents.

Definition of Extended Provision

Extended use of school premises is when schools open up their school facilities either before, during or after the school day as well as during school holidays for educational, community or commercial use.

Education use is defined as any activity directly related to the curriculum.

Community use is defined as facilities and services that benefit families and the community as well as pupils.

Commercial use is defined as school facilities being let to external organisations/groups on a profit basis.

Responsibilities

The governing body of **Castledyke Primary School** is responsible for determining the content of the policy and the head teacher for its implementation. Any decisions with respect to individual parents will be considered **by Headteacher/jointly by the Headteacher and governing body**.

The governing body should make all users aware of local safeguarding procedures, especially when the school is being let during the normal school day.

The governing body must ensure that all site users have their own safeguarding procedures in place and all staff are aware of their content. Safeguarding procedures should be equivalent to those adopted by the Local Safeguarding Children's Board (LSCB) within North Lincolnshire.

Charges for Curricular Activities

No charges will be made for the following:

- education provided wholly or mainly during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated. The LA holds this responsibility.
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school;

The school is committed to providing as many opportunities as possible to enhance children's learning - A budget is required to support this for:

- education provided on any trip that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;

Parents will be asked for voluntary contributions in order to support the visit or activity as listed below.

- (a) Board and lodging on residential visits (not to exceed the costs incurred)
- (b) The proportionate costs for an individual child taking part in activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) entrance fees
 - (iv) insurance costs
- (c) re-sits for public examinations where no further preparation has been provided by the school
- (d) costs of non-prescribed examinations where no further preparation has been provided by the school
- (e) any other education, transport or examination fee unless charges are specifically prohibited
- (f) breakages and replacements as a result of damages caused wilfully or negligently by pupils at a reasonable rate.
- (g) Extra-curricular activities and school clubs.

Where there is any degree of parental hardship reported to the school, or where the number of siblings in the school causes financial difficulty. Contributions will be waived, or negotiated with the office and the Headteacher.

The school seeks out funding to support visits and activities where ever possible.

The school reserves the right to cancel any activity when parental contributions are too low to make the visit viable.

The School utilises some of the Pupil Premium Grant (PPG) to support parental hardship. Please see school website Pupil Premium report.

Publication of Information

A summary of this policy will be included in the school prospectus and on the school website. A full copy of this document will be provided on request.

Charges for Extended Activities

(a) Charges are made for optional, extra activities provided outside of the school day, for example; cooking club. Charges may be made for extended activities provided in or around the school by, or on behalf of the governing body. These fall under the following three broad categories:

Educational activities: Activities organised or commissioned by schools for the benefit of their own pupils such as study support and other enrichment activities (e.g. additional language tuition, music practice, chess club etc).

Non-educational activities: Extra-curricular activities organised by schools such as the provision of childcare for school staff or recreational activities for school pupils.

Community programmes: Activities organised for the benefit of the wider community, often run with or by external groups (e.g. pre-school childcare, sport, performing arts, adult education).

(b) Charges are made for renting or leasing part of the school premises or use of school equipment.

A schedule of charges for individual activities currently provided on or around the school site is available on request.

The governing body has decided that charges will be reduced for some activities in the following circumstances:

- Community groups providing services or activities
- Supporting our children or parents e.g. Brownies

Charging in these instances is negotiated by the Head Teacher.

Date of Policy review

Spring 2020