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| Name of Policy | Charging and Remissions Policy |
| Date last reviewed | October 2013 |
| Date to be reviewed | October 2016 |
| Governor Committee | Resources |
| Key Member of staff | Business Manager |
| Statutory | Yes |

Duxford Church of England Community Primary School

Charging and Remissions Policy

The Head Teacher and Governing Body recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Head Teacher and Governing Body aim to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost. This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

The policy complies with the requirements of the Education Act 1996. Where 'parent' is referred to this will include adults with a responsibility for the pupil. The school's aims are as follows:

- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

Education During School Hours

The DfE in its guidance to School Governors states that education provided during school hours must be free. The definition of "education" includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity. It goes on to advise that although schools cannot charge for school time activities, they can still invite parents and others to make voluntary contributions towards these activities.

When additional costs are incurred by Duxford C of E Community Primary School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind. If a particular activity cannot take place without some help from parents, this will be explained to them at the planning stage. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

Additional voluntary contributions by parents towards these activities are warmly welcomed.

Education Outside School Hours

The DfE in its guidance to School Governors states that parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Reform Act 1988 describes activities which can be charged for as "optional extras".

Remissions

To ensure that access to activities reflects intentions, Duxford C of E Community Primary School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low incomes have in meeting the costs of educational activities for their children.

Where children are eligible to receive free school meals, the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organises for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher and the governing body will receive termly reports on this issue.

Chargeable activities:

The governing body reserves the right to make a charge for the activities and items detailed below. Individual cases will be considered on their merit.

(a) Trips which are not part of the school curriculum or are outside the school day (i.e. weekend residential trips)

(b) Instrumental music tuition: parents will be charged for individual or small-group tuition provided by external music agencies even though these activities take place during the school day.

(c) Wilful damage to school buildings or property by a pupil.

(d) Any photocopying that is requested by parents under the Freedom of Information Act.

The governing body may, from time to time, amend the categories of activity for which a charge may be made.

Calculating charges

Where a charge is made it will not exceed the actual cost. If further funds need to be raised, for example to help in hardship cases, these will be met through the school's pupil premium funding or through fundraising. There will be no levy on those who can afford to pay to support those who can't.

The principles of best value will be applied when planning activities that incur costs to the school and/or parents.

Monitoring and evaluation

The Resources committee of the governing body will monitor the impact of the policy by receiving termly reports on activities that resulted in charges being made and subsidies being awarded.