



Charging and Remissions Policy

Status:	STATUTORY
Responsible person:	Headteacher
Responsible Governors' Committee:	Full Governing Body
Date first approved by Governing Body:	Updated July 2016
Ratified date:	September 2018
Review date:	July 2019

SignedNeale Chair of Governors

Date 19 September 2018

The Governors and Staff of Penkford School believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents/carers financial means.

This Charging & Remissions Policy outlines how we strive to ensure a good range of visits and activities are offered whilst trying to minimise the financial barriers which may prevent pupils taking full advantage of the opportunities.

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 July 2019

The policy identifies activities for which:

- No charges will be made.
- Voluntary contributions may be requested.
- Charges may be made.
- Charges may be waived or subsidised.

No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment.)
- Education provided outside school hours as part of the National Curriculum/Scheme of Work.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum/Scheme of Work.
- Entry for a prescribed public examination, if the pupil has prepared for this at school.
- Examination re-sits if the pupil has been prepared for this at school.
- Education provided on any trip that takes place during school hours.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on an activity or trip.
- Transport provided in connection with an educational visit.

Life skills Visits

Life skills visits are designed to enrich and widen students' experiences and provide them with skills for life.

Charges for such visits will be met by the school.

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 and the fact that pupils of parents/carers who do not make such contributions will be treated no differently from those who have.

Voluntary contributions may be requested from parents/carers for non educational outings including end of term celebrations.

If an activity cannot be funded without voluntary contributions, this will be made clear to parents/carers from the outset. If insufficient contributions are received, the activity or trip may have to be cancelled and contributions received returned.

No pupil will be excluded from an activity because his/her parents/carers are unable or unwilling to make a voluntary contribution and will still be given an equal chance to participate.

Charges may be made for:

- Any materials, books, instruments or equipment, where the parents/carers wish their daughter/son to own them.
- Wilful damage to school property
- Bank charges incurred in respect of returned cheques.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement therefore will be a necessary pre-requisite for the provision of an optional extra where charges will be made.

After School Clubs

The costs of After School Clubs are currently met by the school and offered to parents/carers free of charge. This arrangement is subject to change and dependent upon funding available to the school.

Remissions

In order to remove financial barriers from pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances at the discretion of the Headteacher.

Residential Visits

A subsidised charge will be made for board and lodging for a pupil on a residential visit. Any charges made in respect of individual pupils will not exceed the actual costs of the residential, divided by the number of pupils participating. It will not therefore include an element of subsidy for any other

pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge. All staff costs associated with the residential will be met by the school.

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 we will aim to adhere to the following guidelines –

- Where possible we shall publish a list of visits at the beginning of the school year to help parents/carers plan ahead.
- We will allow parents/carers to pay in instalments, were appropriate.
- If an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip if required.

Student Uniform

Parents/ Carers are requested to pay for their child's school uniform which can be purchased from school office.

Where any parent receives the appropriate benefit allowance then uniform will be provided without charge.

School Meals Students/ Staff

Parents/Carers are expected to pay for school meals on a weekly basis unless the parents/carers receive appropriate benefits/allowances.

Teaching staff are entitled to receive a free meal in recognition for carrying out lunchtime supervision duty. They may purchase additional paid meals as requested.

School Transport

Students have the provision of free transport to school via allocated minibuses and taxis. This is organised through Local Authority Transport Section.

Where students are encouraged to travel independently by public transport, a free bus pass is provided by the local authority. Should the student lose their pass a replacement charge will be made.

To involve those hard to reach students, an outdoor education programme has been set up to include:

- Fishing
- Mountaineering
- Duke of Ed

Charges for all the above programmes are clearly laid out in service level agreements and contract is signed by provider (school) and service user