



# CROFTLANDS INFANT AND NURSERY SCHOOL

## Charging and Remissions Policy

### 1. **Status of Policy:**

Statutory

### 2. **Purpose of Policy:**

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as 9.00 a.m. to 3.15 p.m.

### 3. **Consultation:**

The policy has been informed by the Cumbria Children's Services Directorate advice issued in July 2009.

### 4. **Relationship to other school policies:**

The policy complements the school's equal opportunities policy and teaching and learning policy.

### 5. **Roles and responsibilities of head Teacher, other staff and governors:**

The Head Teacher will ensure that the following applies:

All education provided during and after normal school hours that relate to the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport. In practical subjects parents may be asked for a voluntary contribution (full or partial) to meet the costs of materials or ingredients if they have indicated in advance that they wish to own the finished product.

It also excludes charges made for instrumental and/or vocal tuition, unless that tuition has been requested by the parents and is provided by an outside agency.

Voluntary contributions will be invited for one day class trips which take place mainly within school hours. No child may be excluded because of the inability to pay, but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.

From time to time we may invite a non-school based organization such as a travelling theatre company etc. to perform in school. Again we will ask for contributions to meet the costs. (Often these events are subsidized by the school).

We will charge for optional, extra activities provided outside the school day. Such visits are not part of the National Curriculum or religious education, nor are they part of a prescribed examination syllabus.

#### **6. Residential:**

At present we don't undertake residential visits but if we were to access this the following would apply:

Charges will be made for board and lodging, except for pupils who parents are in receipt of Income Support, Income based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum act 1999, Child Tax Credit (with provisions) Guarantee element of Pensions Credit.

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. In such cases, parents will be told how the charges were calculated.

In order to make up any shortfall in overall charges by the residential provider eg. tuition, parents will be asked to make a voluntary contribution. No child will be denied the opportunity of attending a residential if the parents do not wish to or cannot contribute voluntarily. However, the Governing Body would like to point out that if parents/carers choose not to pay and ask for their child to go free, the school would be unable to subsidize at any level and the trip would have to be cancelled.

For residential trips in we would operate a savings account to allow parents to spread the cost of trips.

#### **7. Calculating charges:**

When charges are made for any activity, whether during or outside the school day, they will be based on the actual charges incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't

Board, lodging, entertainment and travel costs will be charged on residential trips. This money is still to be paid in the event of a cancellation, if this is given less than eight weeks prior to the trip all deposits will be kept to pay for initial booking costs. Any cancellation of a residential trip must be given to the school in writing by the Parent/Guardian of the child.

Any insurance costs will be included in charges for trips or activities.

Best Value principles will be applied when planning activities that incur costs to school and parents.

**8. Arrangement for Monitoring and Evaluation:**

The Finance subcommittee will be responsible for the monitoring and review of this policy.