**Charging and Remissions Policy**

**Blakehill Primary School**



**Together We Can**







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| **Headteacher** | **Chair of Governors** | **Review Dates** |
| http://blog.blakehillprimary.co.uk/wp-content/uploads/2013/06/Trevor-sml.jpg | http://blog.blakehillprimary.co.uk/wp-content/uploads/2013/11/phil-sml.jpg | Last Review: March 2023 |
| Lisa Keighley | Philip Cavalier-Lumley | Next Review: March 2026 |

**1. Policy**

This policy defines what charges or remissions, if any, are to be made to parents/pupils at Blakehill Primary School.

**2. Purpose**

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

**3. Scope**

All children and staff at Blakehill Primary School.

**4. Principles**

Blakehill Primary School will be fair and considerate when deciding the charges or remissions made to parents/pupils.

**5. Responsibilities**

**Role of the Governing Body**

The GB will:

* Decide policy
* Give strategic guidance
* Delegate powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy.

**Role of the Headteacher and Senior Leadership Team**

The Headteacher and the Senior Leadership Team will:

* ensure all school personnel are aware of and comply with this policy
* provide guidance and support to all staff
* monitor the effectiveness of this policy
* report to the Governing Body on the success and development of this policy.

**All staff will:**

* Ensure that they have read the *Charging and Remissions Policy*
* Fully support all Policy arrangements.

**The Buildings, Finance & Staffing (BFS) Committee**

The BFS Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

**6. Procedures**

**Arrangements:**

The school day is defined as: 8.45am – 3.15pm.

**The Headteacher will ensure that the following applies:**

**During the school day**

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example educational visits off the school site.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents.

**Optional activities outside of the school day**

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

**Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

**Residentials**

Parents have the right to claim for free activities if they are in receipt of certain benefits and meet the qualifying criteria. Parents should contact the school for further details

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.

**Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs 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. Support for cases of hardship will come through voluntary contributions and fundraising such as non uniform days and sponsored events.

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

The Buildings, Finance and Staffing Committee will monitor and review any Charging and Remissions issues, reporting back through the Chair of this Sub-Committee to the Governing Body

**7. Monitoring and Review**

This policy and its effectiveness will be reviewed at least every three years, but also when the need arises by the Governing Body.

**8. Distribution**

This policy will be available on the school website and from the School Business Manager.

**9. Contacts**

Please contact a member of the Governing body or the Headteacher if you require support or guidance on this policy.

**10. Cross Referencing**

This policy refers to the following other school policies:

* *Finance Policy*
* *School Fund Policy*
* *Educational Visits*

**11. Appendices**

None