# Charging and Remissions Policy 2019-2020

Adopted and signed on behalf of the school by the Governing Body Representative at the meeting on: Autumn Term 2019

Name of the Governing Body Representative: Margaret Brightman

Signature of the Governing Body Representative:

Date signed: 22nd October 2019
Last reviewed: October 2019
Next review due by: October 2020

TORRIDON PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

## Introduction

At Torridon Primary School we 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' financial means. This charging and remissions policy describes how we will do our best to ensure that a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

This policy has been formulated in accordance with The Education Act 1996: Sections 449 to 462, DFE departmental advice "charging for school activities" (Oct 2014) and the Governors Handbook.

During the school day all activities that are a necessary part of the National Curriculum/Early Years Foundation Stage curriculum will be provided free of charge.

## Charging

The Governing Body has agreed to make a charge on the following:

- Lost or damaged of school equipment (e.g. reading books, non-accidental damage)
- Optional, extra activities provided outside of the school day, such as extra curricular activities and school clubs.
- School Uniforms (where specified)

## Remissions

The Governing Body may wish to remit in full or in part the cost of specific activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made at the discretion of the Headteacher in consultation with the Chair of Governors.

## Voluntary Contributions

Voluntary contributions may be sought for activities during the school day which incur additional costs, such as visits and visitors. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. The following will be made clear to parents:

- That the contribution is genuinely voluntary;
- That the children of parents who do not contribute will not be treated differently from any other child in the school.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. It shall be made clear to all parents/carers that if not enough voluntary contributions are received, the activity may be cancelled.

## 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 or won't.

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

## 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 try to adhere to the following guidelines:

- Where possible we shall publish a list of visits at the beginning of the school year so that parents can plan ahead;
- We have established a system for parents to pay in instalments;
- When 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.

## Publication of Information

A summary of this policy is included in the School Prospectus.

Date of Policy: Autumn 2019
Review Date: Autumn 2020