



Charging and Remissions Policy

Introduction

This document is a statement of the aims, principles and strategies used for charging parents at Downs Way School.

This Policy was reviewed in Spring 2016 by the Governors' Resources Committee.

Next review due Spring 2019

Status

Statutory

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.

The school day is defined as: 8.55am to 3.15pm (excluding school lunch breaks).

Relationship to other school policies

The policy complements the school's *equality policy and learning and teaching policies*.

Roles and responsibilities of Headteacher, other staff, governors

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, swimming, special activities involving high cost materials, trips involving travelling to another venue or visitors to school who provide a service.

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

Optional activities outside of the school day

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

Swimming

A charge will be levied for the school to organise swimming lessons for all children in Year 2. These take place at Tandridge Leisure Pool.

We inform parents when these lessons are to take place as well as asking parents for written permission for their child to take part in the swimming lessons.

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

Charges will be made for board and lodging, except for pupils who meet the current free school meals eligibility criteria. Other charges will be made to cover costs where necessary following guidance. 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.

Parents who would qualify for support are those who meet the free school meal eligibility criteria. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Damage or Loss to School Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or material), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Lettings

See lettings policy.

Other Charges

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. providing a printed copy of an Ofsted Report.

Arrangements for monitoring and evaluation

The *Resources* Committee of the governing body will monitor the impact of this policy by receiving financial reports on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. This information will be reported and reviewed annually (as a minimum).