

Charging and Remissions Policy

2019

Cardinham School



Grow your mind; aim high



Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body are responsible for determining the content of this policy and the Head teacher for implementation. Any determination with respect to individual parents will be considered jointly by the Head teacher and Governing Body.

The Governing Body recognise that legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re sits if the pupil is being prepared for the re sit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.

Charges will be made for:

- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Damage/vandalism/loss to and of school property
- Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy)

Remission

No remissions apply to the above charges

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following;

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
 - o Travel
 - o Materials and equipment
 - o Non-teaching staff costs
 - o Entrance fees
 - o Insurance costs
- Vocal and musical instrument tuition.
- Any other education, transport or examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited
- Extra-curricular activities and school clubs
- Any extended school activity

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge.

In addition the following will be made clear to parents;

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay

b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

c) If the activity cannot be funded without voluntary contribution, the governing body or head teacher must make this clear to parents at the outset.

An initial letter should explain the nature of the proposed activity and its likely educational value. It should then indicate the contribution per pupil which is required for the activity to take place. It should emphasise that there is no obligation to contribute and that no pupil will be omitted from the activity because his/ her parent/carer are unwilling or unable to contribute, but it should be made equally clear that the activity will not take place if parents are reluctant to support it.

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher. All contributions will be used to offset the cost of the activity or event school Clubs

The governing body delegates the responsibility to set a charge for school clubs to the Head teacher