



ALL SAINTS CE PRIMARY SCHOOL

CHARGES AND REMISSIONS POLICY

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability.

All Saints is a voluntary controlled Church of England Primary School with a Foundation Unit. Our School Mission Statement, agreed by all staff and governors states that we are:
"Happy are we who journey together in faith and love."

OVERVIEW

The education we provide wholly or mainly during school hours will be free of charge but on some occasions a 'voluntary' contribution towards the cost of an activity may be requested by the school and parents will be free to decide whether or not to contribute. This policy sets out the principles upon which the school will operate charges and remissions

INTENT

1. To make clear what will be provided without charge and what will be offered with a charge being made.
2. To clarify what is meant by any request for voluntary contributions.

IMPLEMENTATION

1. No charge will be made for admitting pupils to school
2. Transport or admission costs for swimming lessons during school hours will be met by the school.
3. The school may request voluntary contributions towards the cost of some activities planned during school hours. School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.
4. Where parents are asked for a voluntary contribution towards the cost of: an activity which takes place during school hours; school equipment or school funds generally, the contribution will be **genuinely** voluntary, and pupils of parents who are unable or unwilling to contribute will not be discriminated against.

Where there are insufficient voluntary contributions **to make the activity possible, and there is no way to make up the shortfall, then** the activity will be cancelled. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost.

5. On residential trips that take place wholly, or mainly, during school hours the school will charge for the cost of board and lodging at the actual cost of the provision.
6. Where music tuition or singing tuition is not an essential part of the national curriculum charges may be made.
7. A school residential holiday mainly outside normal school term time will be an optional activity and will be charged at cost to those parents wishing their children to participate.
8. Where a parent has paid for an activity e.g. a theatre visit and their child is unable to attend a refund will not normally be given. Any exceptions will be solely at the headteacher's discretion.
9. Breakfast Club and After School Club . The BAASC will charge parents for these services, out of school hours, and the scale of charges will be approved by the Governing Body on an annual basis.

10. The Head Teacher, School Business Manager , Finance and Staffing Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying.
11. Breakages & Damages - In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher or School Business Manager in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.
12. The Head Teacher, School Business Manager, Finance and Staffing Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

IMPACT

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the LA and that it will meet the requirements of the law.