



## **CHARGING and REMISSIONS POLICY FOR SCHOOL ACTIVITIES**

### **Objective**

To provide the policy framework for decision making about setting charges for school activities and the application of resources to cover remissions.

The policy is owned by the Governing Body and the Resource Management Sub-Committee is charged with its maintenance.

### **Implementation**

The Resource Management Sub-Committee is responsible on behalf of the Governing Body for review and monitoring of the application of this policy. The day to day operation of the policy is delegated to the Headteacher and Resource and Finance Manager who shall initially seek advice from the Resource Management Sub-Committee on issues related to the policy and inform the Committee where remissions have exceeded the budget allocation.

### **Introduction**

The Governing Body encourages and supports the provision of activities which augment the curriculum such as visits, outdoor/offsite education and music tuition. These have a beneficial effect for the child and the school community.

The Education Reform Act 1988 states that schools may ask for voluntary contributions to support school activities. When an outing, visit or similar activity is being planned, parents are given details of the activity, its purpose or educational value, and the level of contributions which would be required to enable the activity to take place.

Governors cannot enforce payment but voluntary charges may be requested for these additional activities, whether on or off site. If the activity cannot be funded without voluntary contributions, this must be made clear to parents at the outset. The Governing Body or Headteacher will also make it clear to parents that there is no obligation to make any contribution.

**It is important that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay.**

This policy shall be made freely available to parents on request.

## **Policy on Charges**

Governors have authorised the Headteacher to request voluntary contributions for activities which augment the curriculum where additional expense is incurred by the school.

### **1. School Meals**

School meals are provided to all children. The cost of a meal is currently £2.10 per day - £10.50 per week. Parents are requested to pay for any lunches to be taken on a Monday morning. If meals are taken and no money has been paid, letters are sent out to parents requesting payment and advising parents to send their child into school with a packed lunch until the debt has been cleared. Coventry City Catering Service recommends that when there is continued non payment of meals the plan below should be implemented by the school:-

- A three day packed lunch service to parents who are not providing either a payment or a packed lunch.
- After three days the school has the option to pay for the lunch from school funds
- If there are no safeguarding issues in relation to the child then no meal will be provided at day four.

### **2. Outdoor or residential education or school visits**

All children are included when school trips are organised. The school asks for voluntary contributions from parents to cover costs but no child is excluded if contributions are not made. The school makes it clear at the outset that if insufficient voluntary contributions are made the trip may be cancelled. If a day visit is likely to make a loss, the member of staff organising it will inform the Resource and Finance Manager in time to avoid any cancellation fees. At this point the school trips budget for the year will be looked at and the Headteacher will make a decision as to whether the event should be cancelled, taking into consideration factors such as the importance of the visit within the curriculum and the needs of the families represented.

The notice period for school trips and residential education will be given as far ahead as possible, ideally at least a term in advance.

For swimming and other sports activities run off-site, the school may ask parents to make a voluntary contribution towards transport costs. This contribution does not cover costs, but helps make the activities possible. No child is excluded from activities on the grounds of the voluntary contribution not being made.

For residential visits, places will be offered to all eligible pupils, with a deadline for applications. If demand is greater than the supply of places, a draw may be carried out to select pupils who applied for a place by the deadline. Where possible the aim will always be to take all pupils wishing to go.

The payment requested will be based upon the cost to school and must not include an element of subsidy for pupils wishing to partake whose parents are unwilling or unable to pay the full charge.

### **3. Music tuition**

A charge will usually be made for individual tuition in the playing of a musical instrument, where that tuition is not part of the school's approved curriculum. Charges may be levied at different rates dependent upon whether children are taught individually, in pairs or in groups. The resulting charges are published for parents at the start of the Autumn term and are reviewed annually.

The current policy is to offer additional music tuition at nil cost to parents.

### **4. Occasional visits of performers or presenters into school or special materials to support a school activity**

The school may choose to request a contribution to the costs and or expenses of bringing an outside writer, artist speaker or performer into school. A statement will also be made that the activity may not proceed if insufficient income is generated to cover costs.

The school will provide all materials and equipment (but not clothing) required for the purpose of the curriculum. However, in the case of craft and cooking a charge may be made for the materials used if parents wish their child to take the product home. The charge in such cases will not be more than the actual cost of materials and will be declared in advance to parents.

### **5. Deliberate or wilful damage to school equipment or environment**

The Headteacher shall have the option of requesting a parental contribution to make good damages arising from deliberate or wilful damage to school equipment, building or environment by a pupil. The Headteacher should advise Governors when such an incident and or charge has arisen.

### **6. Lost Books**

A charge will be made for books taken out of school and not returned when requested. Charges will be set according to the original cost of the book with an allowance made for its age and general condition at that time.

### **Remissions**

Parents in receipt of Child Tax Credit, Income support, Income based Jobseekers Allowance or support under Part VI of the Immigration and Asylum Act 1999, the guaranteed element of State Pension Credit or an income related employment and support allowance may apply in confidence for a remission of charges in **1. 2. 3 and 4 above** where charges may be made. The Governing Body policy in these cases is that:

1. An annual amount will be allocated from the school budget to meet the identified school contribution to Plas Dol-y-Moch. This will enable all pupils to be considered for this residential experience regardless of parental income. The cost of all other residential visits will have to be met by parents, although the school will do all it can (including external funding applications) to keep costs as low as possible. The cost of supply cover for staff attending residential visits will be met from the school budget.

2. Where possible a part contribution will be requested from parents seeking some remission. In cases of hardship the Headteacher will have discretion to provide additional remission from the budget allocated or, if this has been exhausted, from the Headteacher's contingency. This matter shall be treated in confidence.
3. The Resource Management Sub-Committee shall receive a summary of the level of expenditure resulting from any action where the allocated budget has been exhausted.

**This policy was adopted at a meeting of the Governors Resources Management Committee held on 6<sup>th</sup> November 2013.**

**Review Date - Autumn Term 2017  
To be reviewed Autumn 2019**