

ARNOLD VIEW PRIMARY SCHOOL

CHARGING & REMISSIONS POLICY

Chair of F&P Committee signature: _____

Date approved: 13/11/18

Next Review Date: November 19 – Finance & Personnel Committee

CHARGING

The Governors of Arnold View Primary School wish to promote educational visits and activities for pupils. They have therefore agreed to the following policy, under the guidance of the Local Authority, with regard to voluntary contributions from Parents/Carers. The restrictions on charging for activities do not in any way prohibit a school from seeking voluntary contributions from parents for the benefit of the school or towards any school activities. Any such contributions must, however, be genuinely voluntary. It must therefore be made clear to parents if contributions are requested that:

- There is no obligation to contribute and
- That pupils will not be treated differently according to whether or not their parents have contributed.

Thus, for example, parents may be invited to make a contribution towards a school visit planned to take place during school hours but no pupil may be omitted from the visit if the pupil's parents decline to contribute for whatever reason. However, it will also make clear that if contributions do not cover a sufficient proportion of the cost, the viability of visits during school hours is at risk. Letters to parents about visits and activities planned will make this clear.

The school prospectus outlines the school policy with regard to school visits and activities and voluntary parental contributions.

Information in an initial letter to parents/carers explains that a visit/activity can only proceed if there are sufficient voluntary contributions to make it viable. The initial letter to parents explains the nature of the visit/activity, travel arrangements and timings and also its educational value. It indicates the contribution per pupil which would be required if the activity were to take place and further emphasises that no pupil would be excluded from the activity should a parental contribution not be forthcoming.

There is no limit to the level of voluntary contributions which parents or others can make towards school activities. A request for a contribution towards the cost of a school visit could, for example, include an element to cover the cost of subsidising pupils from low income families or the cost incurred by accompanying teachers. This would always be kept to a minimum if it was to occur.

Optional Extras

The Governing Body may charge for optional extras (in line with the DfE guidance) such as Theatre Groups, Before & After School activities & clubs, Sports Clubs/Coaching, Art and Cookery Club resources, Music Lessons etc.

When providing optional extras, schools may charge an amount based on costs arising from:

- Materials or equipment provided in connection with the optional extra
- Buildings and accommodation
- Non-teaching staff
- Teaching staff, including supply teachers, engaged under contracts for services purely to provide an optional extra
- Teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where this is an optional extra
- Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.
- This means that charges must not be used to subsidise any pupils whose parents cannot or will not pay.

Breakages and Fines

There is nothing in the Education Act which prevents schools from asking parents to pay for the cost of any damage resulting from a pupil's misbehaviour. The Head Teacher or his/her representative will discuss any matters of damage with parents and reach a suitable conclusion, according to the nature of the damage.

Online Payments

An additional charge may be charged to cover the cost of online processing charges incurred by the school for the online payments system.

REMISSIONS

The costs involved in any remissions are to be borne by the school from their contingency funds. The costs cannot be reclaimed from the LA.

Remissions may be given to parents/carers in receipt of Free School Meals or who are listed on the 'Ever 6' report at the Head Teachers discretion for activities/optional extras being offered by the school.

Remissions may also be given at the Head Teachers discretion if it is felt that a parent/carer is experiencing financial difficulties and the child would benefit from taking part in the activity/optional extra.

The F & P Committee of the Governing Body will review this policy annually.