



# KINGSLEIGH PRIMARY SCHOOL

## CHARGING AND REMISSIONS POLICY

### **Charging and Remissions Policy**

**Post Holder Responsible: Finance**

**Committee Responsible: Finance and Staffing**

**Date agreed by FGB:**

**Reviewed Mar 15  
Next review: Mar 17**

**Computer file location: N drive/Current policies/**

## **Kingsleigh Primary School**

### **Charging and Remission Policy**

#### **Purpose**

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/carers' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimize the financial barriers which may prevent some pupils taking full advantage of the opportunities.

#### **What was consulted?**

The policy has been informed by *A guide to the Law for School Governors* and DfE guidance.

#### **Relationship to other school policies**

The policy complements the school's equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

#### **Charges for activities and events organised by the school may be requested for the following:**

- Ingredients and materials used in After School Clubs (e.g. Art club) when the parents express the desire to own the finished product;
- Activities and trips which take place in school hours (e.g, visiting speaker, transport to swimming lessons);
- Extended visits which take place during the school day and beyond (e.g. theatre visits, field trips, residential visits);
- Activities which take place after school hours (e.g. sports tournaments, discos, concerts);
- Instrumental tuition provided by external providers, including the cost of hiring the instrument.

Each visit or activity will only take place if at least 85% of voluntary contributions are received to enable us to fund it.

If the shortfall on voluntary contributions is so great that the visit or activity is cancelled, all monies collected will be returned.

If a child is unable to take up their place on a visit due to illness or other unforeseen circumstances, **the school will where possible refund any payment which has already been made to another organisation.**

In cases of family hardship (e.g. where parents are in receipt of income support or E.S.A) the Directors may be prepared to meet all or part of the cost of visits and activities. Parents requiring such assistance should apply, in confidence, to the school.

These visits and activities enhance and support the school's curriculum and we rely on our close partnership with parents to help us provide the best opportunities for the children in our care.

It should be noted that...

- Parents are always informed before removing children from school premises for educational visits; and
- The school reserves the right to leave behind any child whose behaviour is a danger to him/herself or to others.
- The school reserves the right to go and collect a child from a school trip if they are behaving inappropriately or in a dangerous way.

### **Additional considerations:**

The Board of Directors recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits at the beginning of the school year so that parents/carers can plan ahead.
- Apart from Residential visits, educational visits will not exceed £40 per school year per child.
- We have established a system for parents/carers to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.
- School trips will cost no more than £40 per pupil per year.

### **Charges for lost and damaged property**

Children are taught to take good care of school property including library books which children can take home.

A nominal charge of £3.00 maximum is made towards replacing the book should a library book be lost.

Similarly parents are asked to make a donation towards any deliberate damage of school resources/premises.

### **Arrangements for monitoring and evaluation:**

The Finance, Staffing and Premises committee of the governing body will monitor the impact of this policy on a regular basis. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

**Date written: March 2012**

**Date agreed by Governors:**

**Date for review: Mar 13**

**Reviewed Mar 14**

**Next date for review: Mar 15**

**Reviewed March 16**

**Next Review Spring 17**