

# **Great Orton Primary School**

## **Charging & Remissions Policy**

**This policy was reviewed and updated by the Head / Governing Body.**

**It was adopted by the Governing Body on 21<sup>st</sup> May 2018**

**Head: .....**

**Chair of Governors: .....**

**Review Date : May 2020**

# CHARGING AND REMISSIONS POLICY

## 1. STATUS

Statutory

## 2. PURPOSE

The purpose of this Policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as 9:00 a.m. – 3:00 p.m.

## 3. CONSULTATION

The policy has been informed by the Cumbria Children's Services Directorate advice issued in January 2009.

## 4. RELATIONSHIP TO OTHER SCHOOL POLICIES

The policy complements the school's equal opportunities policy, curriculum policy, teaching and learning policy and off-site visits policy.

## 5. ROLES AND RESPONSIBILITIES OF HEAD TEACHER, OTHER STAFF, GOVERNORS ETC

The Head teacher will ensure that the following applies:

### ***During the school day***

All activities that relate to the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for instrumental and/or vocal tuition, unless that tuition forms part of the National Curriculum, part of the syllabus of a prescribed public examination, or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).

Voluntary contributions may be sought for activities during the school day which entail additional costs, *[for example a visit to a museum, historical site etc.....]*

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

### ***Optional activities outside of the school day***

We may charge for optional, extra activities provided outside of the school day, for example *[after school clubs]*. Such activities are not part of the National Curriculum or religious education, nor are they part of a prescribed examination syllabus.

### ***Education partly during the school day***

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if

the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### ***Residential***

Charges will be made for board and lodging, except for pupils whose parents are in receipt of state benefits.

Other charges will be made to cover the costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases, parents will be told how the charges were calculated.

In order to make up any shortfall in overall charges by the residential provider e.g. tuition, parents will be asked to make a voluntary contribution. No child will be denied the opportunity of attending a residential if the parents do not wish to or cannot contribute voluntarily, however it is possible that unless sufficient voluntary contributions are received to cover the cost, the experience will not go ahead.

### ***Calculating charges***

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.