

## **Crawley Ridge Junior School**



## **Charging and Remissions Policy**

### **Introduction**

This document is a statement of the aims, principles and strategies used for charging parent/carers at Crawley Ridge Junior School.

### **Status**

Statutory

### **Purpose**

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

The school day is defined as 8.35 am to 3.07pm, less 50 minutes for lunch.

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

The policy complements the school's equal opportunities policy and teaching and learning policy.

### **Roles and responsibilities of Head Teacher, other staff, governors**

The **Head Teacher** will ensure that the following applies:

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

All activities that are a necessary part of 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 teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. Children in care who wish to have specialist music tuition during school hours are entitled to funded tuition via the appropriate government grants received in school.

Voluntary contributions will be requested for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials, trips involving travelling to another venue or visitors to school who provide a service.

In these circumstances no pupil will be prevented from participating because his/her parent/carers cannot make a contribution. However, should the shortfall of voluntary contributions fall below a percentage level agreed by the Head Teacher and/or governors, then this activity or trip can be cancelled and money collected returned, so as to safeguard the school's budget conditions.

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

We may charge for optional, extra activities provided outside of the school day, for example extra curricular clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus or independently run chargeable clubs.

### ***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 parent/carers will be told how the charges were calculated.

### ***Residentials***

Charges will be made for board and lodging. Pupils who meet the current free school meals eligibility criteria will be offered assistance for these costs from the pupil premium funding received by school. Other charges will be made to cover costs where necessary following guidance. In such cases parent/carers will be told how the charges were calculated. If a minimum of board and lodging costs have not been received, parents will be asked to bring and collect their child from the residential location on a daily basis, alternatively children not participating in the residential trip will be educated appropriately within school.

### ***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 cannot. Support for cases of hardship will come through targeted voluntary contributions, fundraising or the schools operating budget.

Parent/carers who would qualify for support are those who meet the free school meal eligibility criteria. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parent/carers.

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

The Resources Committee of the governing body will monitor the impact of this policy by receiving an annual financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.