



Charging & Remissions Policy

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' education and their personal and social development.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of Delph Primary School and as additional optional activities.

Responsibilities

The Governing Body of the School is responsible for determining the content of the policy and the Headteacher for its day-to-day implementation. Any determinations with respect to individual parents will be considered jointly by the Head teacher and the Governing Body on a case by case basis.

Definitions

- Community Facilities – activities which the governors do not feel is of direct educational benefit to children at the school
- Extended school provision – provision of childcare outside the standard school day where it is optional as to whether the child attends
- External Lettings – letting to an organisation other than the school
- Remission – where a charge is not payable, either in full or in part

Charges

The governing body intends to make a charge for:

- a) Board and lodging on residential visits (not to exceed the costs)
- b) Individual / small group tuition when learning to play a musical instrument
- c) Breakages / replacements as a result of willful damage or negligence by pupils
- d) Some extra-curricular activities and school clubs e.g. Chess Club, external coaching

Voluntary Contributions

Parents will be invited to make a voluntary contribution for:

- a) Educational trips to enhance learning
- b) Consumables in Foundation Stage and Key Stage 1 (e.g. baking activities)
- c) Whole school charitable events

When organising school trips, visits or special activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip/activity. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may have to cancel a trip / visit, as it may no longer be viable.

It should be noted:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay

b) registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Sometimes the school pays additional costs in order to support a visit and sometimes the PTA will subsidise trips/events. Parents have a right to know how each trip is funded. The school will provide this information on request.

Residential visits

If the school organises a residential visit there will be a charge to cover the costs of board and lodging.

Music tuition

All children study music as part of the normal school curriculum and we do not charge for this. There is a charge however, for individual or group musical instrument or singing tuition. The peripatetic music teachers teach individual or small group lessons. There is a charge for these lessons each term and parents are notified of the charges in advance. Charges will not exceed the cost to the school of such tuition.

Swimming Lessons

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we expect all KS2 children to take part in swimming lessons.

Sports Coaching and Other Optional Activities

The school sometimes offers additional sports coaching courses after school. A qualified coach, who is not a member of the school staff, runs and organises these sessions. A small charge may be made to cover the cost of these sessions. This applies to other optional activities where non-school based staff lead/coach activities e.g. chess coach. The school ensures that any cost is kept as low as possible.

School Travel Expenses

The cost of coaches and/or minibuses is expensive. We normally charge parents if transport by coach / minibus is necessary. However, we use these charges only to cover the expenses of the trip, and not to make a profit. We will always endeavour to keep costs as low as possible and seek best value.

Sometimes the cost of transport will be met by other agencies / LA departments e.g. for Linking Project activities and through PTA subsidies.

Extended Services

Delph Pre-School and Delph Out of School Care (DOSC) are optional services provided and located at our school. Sessional charges are made for all children attending Delph Pre-School and/or the Before and After School Club.

External Lettings

For lettings, the charge to school will at least cover the cost of:

- Services (heat, light, water)
- Staffing (security, caretaking & cleaning)
- Administration
- Wear & tear

Charges for all lettings are determined by the Governing Body and are reviewed annually.

Remissions

Where the parents of a pupil are in receipt of:

- Income Support; or
- Income-based Jobseekers Allowance; or
- Child Tax Credit
- Supported by the National Asylum Support Service (NASS)

The Governing Body may wish to remit in full or in part the cost of activities (e.g. residential visits) for particular groups of parents, if the activity is deemed to take place within the school hours or where it forms part of the National Curriculum.

In certain circumstances, there may be genuine cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full.

Approved by: **Finance & Personnel Committee**

Date: **December 2016**

Review Date: **Autumn Term 2019**