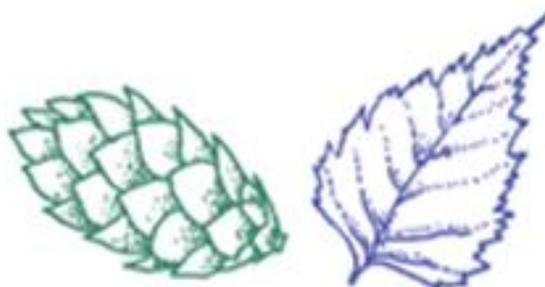


LEIGHSWOOD SCHOOL



Charging and Remissions Policy

Completed By:	D.Speirs
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Agreed by Staff:	February 18
Agreed by Governors:	February 18
To be reviewed:	Spring 2019

CHARGING AND REMISSIONS POLICY

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the DfE guidance and complements the school's ethos.

Responsibilities

The headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

Policy statement

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.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example educational visits.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time we may invite a non-school based organisation such as Prof McGinty or "the animal man" to arrange an activity during the school day. Such organisations may charge parents. Again in such circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

Optional activities

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

In addition, external practitioners, such as instrumental teachers, may teach on the school premises and charge on a private basis. This will be covered by the provider's own specific charging policy.

Residentials

Charges will be made for board and lodging and the use of specialist facilities and staff. Costs will be subsidised for pupils entitled to Pupil Premium.**

Calculating charges for educational visits

When charges are made for educational visits, 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. Wherever possible, school will subsidise costs. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising. If a child is absent on the day of the educational visit due to illness, then school will refund parents any costs that are payable on the day; such as entrance fees.

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

Charges for after school clubs

Charges may be made for participation in after school clubs. This is based on the cost of external coaches/ specialist practitioners as well as the cost of resources. A minimum charge may be made for a child to be a member of an after school club. This is a nominal amount and is paid as a commitment towards participation in the club; usually £12 for the term or £4 for the term if a child is entitled to Pupil Premium funding. Generally, refunds will not be given when children are absent or clubs are cancelled but this will be at the discretion of the Head teacher.

Charges for instrumental tuition

Payments for instrumental tuition will be made by parents direct with the instrumental teacher. School will pay for lessons for children entitled to Pupil Premium in Years 3-6 when they show a particular interest or gift for music as part of Pupil Premium Provision.

Pupil Premium**

Children are entitled to Pupil premium funding when they have been entitled to Free School Meals as a result of parental/carer circumstances any time since Reception; either of their parents have worked in the armed forces; they are looked after or have been looked after during their life.