



Charging and Remissions Policy

Version Control

Version	Date	Summary of changes
1.2	Feb 2022	New version for Colveston Soaring Skies
1.3	Feb 2023	New version for the school

Next review: February 2025

Charging and Remissions Policy

Introduction

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

The Colvestone Primary School Governing Body recognise the valuable contribution the wide range of additional activities (e.g. clubs, trips, residential visits) can make toward the social, emotional and educational development of all children. The Governing Body seek to promote and provide such opportunities through a broad and balanced curriculum and support this by additional optional activities, charging for these only when necessary.

Aims

The aim of this policy is to set out what the school will not charge for, what it will charge for and also what it will make a request for a voluntary contribution from parents and carers for. It will also seek to clarify where remissions can be claimed and children exempted for charges.

Basic Principles

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

Voluntary Contributions

School trips, visits, practical and enrichment activities held both within the school and externally enhance the pupils' learning and broaden their knowledge and experience.

These are undertaken with the voluntary contributions of parents, to extend the value of school funds.

The school will request contributions for each costed trip or visit which will not usually exceed £30 per year, excluding residential trip.

Trips and visits will be costed based on 80% of the cohort making a voluntary contribution. Contributions will not exceed the actual cost of activities. Activities may not be able to take place without some help from parents through voluntary contributions.

No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

Breakfast Club, After School Club and Extended School Provision

The School will charge parents for these services, out of school hours, and the scale of charges will be approved by the Governing Body.

Ancillary Services

The School may offer additional non educational services and the scale of charges will be approved by the Governing Body. If the service is a one-off, the Executive Head Teacher or Finance & Resources Committee may approve the charge.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved by the Finance & Resources Committee.

Remissions Policy

If the parent /carer of a pupil is in receipt of Free School Meals/Pupil Premium the Executive Head Teacher, Federation School Business Leader or Governing Body may choose to waive charges in respect of a particular activity, if it feels it is reasonable in the circumstances i.e. included in one of the above categories. This does not apply in the case of pupils in receipt of the Government's Universal Free School Meals not in receipt of Pupil Premium.

Extra-Curricular Activities run by External Providers

External providers will set and collect their own charges.

Other charges

The Executive Head Teacher, Federation School Business Leader, Finance & resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying.

Breakages & Damages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Executive Head Teacher or Federation School Business Leader in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

The Executive Head Teacher, Federation School Business Leader, Finance & Resources Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

Exceptions

The Executive Head Teacher, Federation School Business Leader, Finance & Resources Committee or Governing Body may decide not to waive charges in respect of a particular activity, if it feels it is reasonable in the circumstances.