



STOWER PROVOST COMMUNITY SCHOOL

CHARGING AND REMISSIONS POLICY

Approved by Governors	10th November 2016
To be reviewed	November 2017

INTRODUCTION

1. The Board of Governors recognises the valuable contribution that the wide range of additional activities can make towards the children's personal and social development. The Board of Governors aims to promote and provide such activities as part of a broad and balanced curriculum for the children.

CHARGING POLICY

2. Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

AIMS AND OBJECTIVES

3. The aims of this Policy are to:

3.1 Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.

3.2 Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

ACTIVITIES WITHOUT CHARGE

4. There will be no charge for the following activities:

4.1 Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.

4.2 Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.

4.3 Instrumental and tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the KS2 Programme of Instrumental Tuition.

4.4 Instrumental tuition for children in care.

4.5 Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

VOLUNTARY CONTRIBUTIONS

5. The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

5.1 Any children of parents who do not wish to contribute will not be treated any differently.

5.2 Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

CHARGEABLE ACTIVITIES

6. The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

6.1 Educational or other activities provided wholly or mainly outside school hours, which are not:

6.1.1 Part of the National Curriculum.

6.1.2 Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.

6.1.3 Part of religious education.

(**Note:** This could include breakfast and after school clubs run by the school).

6.2 Board and lodgings on residential visits (subject to remission arrangements).

6.3 Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.

6.4 Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.

6.5 Provision of instrumental tuition, which takes place during the school day and which has been requested by parents/guardians.

6.6 Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

REMISSIONS POLICY

7. There will be no charge for board and lodgings for pupils whose parents/guardians are receiving income support, income based job seeker's allowance, family credit or disability working allowance. Charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.