

# Rolvenden Primary School



## Charging and Remissions Policy

Policy Control	
Responsible Person:	James Tibbles Interim Headteacher
Responsible Governor Team:	
Date of issue & Approved by Governors:	November 2017
Date due for Review:	November 2020
Other relevant documents to read be in conjunction with this policy:	<ul style="list-style-type: none"><li>• Finance Policy</li><li>• Freedom Of information</li></ul>

**Our school policies are written with the objective of continuously improving our school and realising our school's vision:**

Rolvenden Primary School is a small school that makes a big difference by providing a nurturing learning environment where every child matters. Our school's core values of CREATE: ***Creativity, Resilience, Engagement, Aspirations, Teamwork*** and ***Enjoyment*** encapsulates our ethos to enable every child to flourish, develop as an individual and CREATE a confident, life-long-learner and a responsible member of the community and wider world in which they live in.

## 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.

The staff and governors recognise the importance of activities which, while not an essential part of the curriculum, add value and enjoyment to the experiences of the children. Voluntary contributions may be sought for such activities during the school day which entail additional costs.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not contribute. Children of parents who do not contribute will not be treated any differently. If an activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

## 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 where the activity is not part of the national curriculum. When such activities are arranged parents will be told how the charges were calculated.

## Residential Visits

Charges will be made on residential visits which are part of the national curriculum for board and lodging, except for pupils who are eligible for Pupil Premium funding where this money will be used to subsidise the cost.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity and where the visit is not an essential part of the National Curriculum. In such cases parents will be told how the charges were calculated.

## Music Tuition

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus.

## Optional Activities Outside of the School Day

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

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity.

## School Mini-Bus

Charges will not be made for transporting pupils to or from the school premises where the governing body or local authority has arranged for pupils to be educated or in connection with an educational visit.

## 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 can't. Support for cases of hardship will come through voluntary contributions and fundraising.

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

## Voluntary Contributions

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However, it may be necessary for voluntary contributions to be sought for such activities during the school day which entail additional costs.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not contribute. Children of parents who do not contribute will not be treated any differently. If an activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

## Arrangements for Monitoring and Evaluation

The Resources Team will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.