

Folly Hill Infant School



CHARGING AND REMISSIONS POLICY

Finance Suite

Introduction

THIS DOCUMENT IS a statement of the aims, principles and strategies used for charging parents at Folly Hill School.

THIS POLICY WAS REVIEWED October 2018

THIS POLICY WILL BE REVIEWED in September 2020

Signed: **Chair of Governors**

Signed: **Headteacher**

Status

Statutory

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 9am to 3.00pm

Relationship to other school policies

The policy complements the school's *equal opportunities policy, curriculum policy and learning and teaching policy.*

Roles and responsibilities of headteacher, other staff, governors

The **headteacher** will ensure that the following applies:

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. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials, trips involving traveling to another venue or visitors to school who provide a service.

In these circumstances no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. Parents/carers have a right to know how each trip is funded. The school provides this information on request. If we do not receive sufficient voluntary contributions, we may cancel

a trip. If a trip goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children any differently from any others.

Optional activities outside of the school day

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

After School Clubs

The school offers additional clubs after school. These sessions are run and organised by DBS checked persons, who are not members of the school staff. The clubs make a charge for these sessions and parents/carers pay them direct.

Monies for after school clubs that come through the school office (most clubs have an online facility). Will be placed in the after school's folder and receipted which then must be signed by the club provider.

School Clubs

There are occasions when staff/governors run a club in school time for pupils of the school. This includes gardening, music, dance, drama and art.

These clubs will usually be free. However, we may sometimes ask for a contribution for materials and gardening club charges a nominal sum which goes to a charitable cause.

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. When such activities are arranged parents will be told how the charges were calculated.

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.

Parents who would qualify for support are those who meet the free school meal eligibility criteria.

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

Arrangements for monitoring and evaluation

The Finance Committee of the governing body 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.