BASSENTHWAITE SCHOOL

CHARGING AND REMISSIONS –POLICY

1. STATUS

Statutory.

2. PURPOSE

The purpose of this 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-12pm and 1pm-3.20pm].*

3. WHAT WAS CONSULTED?

The policy has been informed by the Cumbria Children's Services Directorate advice issued in 2009.

4. RELATIONSHIP TO OTHER SCHOOL POLICIES

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

5. ROLES AND RESPONSIBILITIES OF HEAD TEACHER, OTHER STAFF, GOVERNORS ETC.

The Head teacher will ensure that the following applies:

During the school day

All activities that relate to 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 also excludes charges made for instrumental and/or vocal tuition, unless that tuition forms part of the National Curriculum, part of the syllabus of a prescribed public examination, or *[primary schools]* the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).

Voluntary contributions may be sought for activities during the school day which entail additional costs, *[for example a visit to a museum, historical site etc….]*

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation such as *[travelling theatre company, life bus etc.]* to arrange an activity during the school day. Such organisations may charge the school and voluntary contributions will be sought from parents.

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 a prescribed examination syllabus.

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.

Residentials

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Income based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions) Guarantee element of State Pension Credit.

In order to make up any shortfall in overall charges by the residential provider e.g. tuition, parents will be asked to make a voluntary contribution. No child will be denied the opportunity of attending a residential if the parents do not wish to or cannot contribute voluntarily, however it is possible that unless sufficient voluntary contributions are received to cover the cost, the experience will not go ahead.

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 [*e.g. those in receipt of Income Support, Income based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions) Guarantee element of State Pension Credit.*

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

6. 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.

Adopted by Governing Body Oct 2015

Review ----------Oct 2016----------

Signed ---------- (Chair of Finance)