

Manor Sandringham/Longbridge

CHARGING & REMISSIONS POLICY



INTRODUCTION

We want all our children to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our schools approach to charging and remissions and is informed by national and local guidance. In doing this, our intention is to ensure transparency in setting charges and ensuring all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises. However, a Transfer of Control Agreement may be used to manage such charges.

ADMISSIONS

No charge will be made for admission.

SCHOOL MEALS

No charge will be made for children entitled to free school meals.

We will charge all children not entitled to free school meals an amount determined by the local authority, contractor or Governing Body of the school, as appropriate.

ACTIVITIES – (for children that take place during school hours)

No charge will be made for activities provided during school hours (with the exception of music tuition)

No charge will be made for transport during school hours e.g. to swimming.

A charge will be made to cover the cost of ingredients or materials where parents/guardians have confirmed in advance that they wish to own the finished product.

ACTIVITIES – (for children that take place outside school hours)

No charge will be made for an activity that takes place outside school hours when it is:

- **A necessary part of the curriculum**
- **Part of a syllabus for a prescribed public examination that the child is being prepared for at the school e.g. revision and booster classes**
- **Part of the school's basic curriculum for religious education**

Optional extras

We may charge for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the Headteacher and the finance committee.

Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other children by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.

Costs we can legally recover are as follows:

- **Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra**
- **Non-teaching staff**
- **Any materials, books, instruments or equipment provided in connection with the optional extra**
- **Transport to an activity outside school hours**

MUSIC TUITION – (within school hours)

No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the child (including instrument hire, music books etc).

No charge will be made for instrumental and vocal tuition within school hours for any children (including instrument hire, music books etc).

CHILDCARE – (providing a safe place to be)

We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the Governing Body, and in

accordance with any requirements set by the local authority where it is subsidising the provision.

DAMAGE TO PROPERTY AND BREAKAGES

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.

REMISSIONS AND CONCESSIONS

We will comply with legal requirements for remissions as outlined throughout this document, for children defined as eligible.

We may choose to subsidise, in full or part, charges for certain activities and children, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.

VOLUNTARY CONTRIBUTIONS

We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.

Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No child will be excluded from the activity if their parents do not contribute.

If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.

LETTINGS

At present school does not let the property to outside users.