



# CLANDON C of E SCHOOL

A caring community where all can THRIVE

## CHARGING AND REMISSIONS POLICY

Reviewed	Autumn 2018	Next Review	Autumn 2021
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### **Introduction**

We recognise the valuable contribution that the wide range of additional activities, including trips and clubs can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Our school aims to have robust, clear processes in place for charging and remissions and to clearly set out the types of activity that can be charged for and when charges will be made.

### **Roles and Responsibilities**

#### **The governing body**

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing body also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy, and monitoring its implementation has been delegated to the Headteacher.

#### **The Headteacher**

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

#### **Staff**

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

#### **Parents**

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

## Education during school hours

Charges may be made for:

- Any materials, books, instruments of equipment, where parents wish their child to own them;
- Optional extras (see below);
- Music and vocal tuition in certain circumstances (see below).

### Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- Transportation to swimming lessons (cost of actual swimming lessons is covered under the curriculum budget)
- Special activities involving high cost materials
- Trips involving travelling to another venue
- Board and lodging for a pupil on a residential visit
- Visitors to school who provide a service

All children study music as part of the normal school curriculum. We do not charge for this. If individual or small group music tuition takes place at the school run by Surrey Arts and Rock Steady, or any other external organisation, this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers and parents would be charged at the rates agreed by Surrey Arts and Rock Steady and those other organisations.

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### **Residentials**

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Child Tax Credit, Universal Credit, Disability Working Allowance, and income-based Jobseeker's Allowance or their equivalent.

Other charges will be made to cover costs where necessary following guidance. In such cases parents will be told how the charges were calculated.

### **Pupil Premium Grant**

Children who are, or have been in receipt of Free School Meals during the last 6 years, are eligible for Pupil Premium Grant which is paid by the Government directly to the school. The school may take the decision to use a proportion of these funds to offset the costs of any educationally approved activity to enable all children, regardless of their economic background, to be able to participate fully in the curriculum and wider educational activities that are on offer at Clandon Church of England Primary School.

In partnership with parents and carers, the Headteacher, in consultation with the School Business Manager, will agree the allocation of such funds, e.g. providing a contribution towards the total cost of a residential school trip. These payments will be overseen by the School Business Manager, who will ensure the Pupil Premium Grant allocation is used fairly and without prejudice to ensure that all eligible pupils have the best opportunities to make good progress in all aspects of their school life.