



This policy was adopted by the Governing Body of Leven CE (VC) Primary School in the Spring Term 2016 and implemented from February 2016.

**Issued by** ..... **Anne Tennison**  
**(Business Manager)**

**Approved by** ..... **Andrew Dolman**  
**(Headteacher)**

**Approved by** ..... **Governor**  
**(Chair of Finance Committee)**





## AIM

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

- To make a broad programme of activities and trips accessible to as many pupils as possible.
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have its access to the curriculum limited by charges.

The Governing Body also recognises that there is a clear distinction in charging between Curriculum and Non Curriculum activities.

## ***CURRICULUM ACTIVITIES***

### **Curriculum activities**

To levy a charge for all board and lodging costs on residential visits, except where pupils are entitled to statutory remission.

### **Residential Trips – Board and Lodgings**

Voluntary contributions may be requested for trips and activities which take place mainly within school hours. No child may be excluded because of inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.

Any insurance costs will be included in charges for trips and activities.

### **General Lesson Costs**

To levy a charge in respect of practical subjects, for full or partial cost of materials and ingredients if parents have indicated in advance that they wish to own the finished product.

### **Breakfast Club**

To require parents to pay the full cost of sessions prior to child/ren attending. These can be paid weekly, monthly or termly.

### **Freedom of Information**

Information published on our Intranet is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided at a cost based on the cost of copying per A4 side, as detailed in the section marked Private Copying plus Admin time at £10 per hour.

For excessive copying or printing, or we incur a large postal charge, or your request is for a priced item (e.g. printed publications or videos) we will advise you of the cost before fulfilling your request.

All charges will be fair and reasonable.

### **Private Copying**

Charge of 20p per A4 side may be made to cover the basic cost of private photocopying. The amount charged can be amended at the discretion of the Headteacher.

### **Other Costs**

No charge is made to any staff member for a school meal when they join their class in the school hall on the Relative to Lunch day or has responsibility for the school site over the lunch period in the absence of the Headteacher. Milk is provided to Foundation and Year 1 children at breaktime. For children under five this is free of charge paid for by an LA subsidy. The school makes a charge for provision for pupils in these classes who are five years of age.



## **NON CURRICULUM ACTIVITIES**

### **Non Curriculum trips and activities**

To levy a charge as an optional extra for trips which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. The school reserves the right to cancel the trip if there are insufficient pupils to make the trip viable. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the trips and activities

### **Extended School Provision**

Some clubs take place that are run and charged for by an outside provider. Any charge made will not exceed the cost of the activity.

If the event inadvertently makes a profit then any excess can be carried forward to supplement further Extended Service activities.

The charge for any activity should be shared equally by the anticipated number of participants and must not include an element of subsidy for other pupils wishing to participate whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra Extended Service activity will be on the basis of parental choice and a willingness to meet the proposed charge.

### **School Property**

To charge parents for damages to or loss of school property caused willfully or neglectfully by their children.

### **Private Lettings**

To charge for private lettings using the scale of charges as set out for directed community use of school premises by the Local Authority, to include VAT where appropriate. Discretion can be given by the Headteacher.

### **Pupil Premium**

The pupil premium may be used to support pupils who qualify for the pupil premium in paying for visits and clubs and any other activities that incur a charge.

## **STATUTORY REMISSION**

Statutory remission is given to those parents who are in receipt of either:-

Income Support

Income Based Job Seekers Allowance

Support under Part vi of the Immigration and Asylum Act 1999

Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income that does not exceed the yearly Inland Revenue assessed threshold).

Guarantee element of State Pension Credit

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.