

GILLINGSTOOL PRIMARY SCHOOL

Inspire ~ Believe ~ Achieve



CHARGING AND REMISSIONS POLICY

Signed ... *D Llewellyn*

Name: Dave Llewellyn

Chair of Governors

Date: April 2020

Signed *C Carter*

Name: Caroline Carter

Headteacher

Date: April 2020

Rationale

The Governing Body has agreed that it will support school activities organised during or outside the school day, which may include a charging element to parents.

It is the aim of Gillingstool Primary School to ensure that;

- activities offered in normal school time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost;
- pupils will not be treated differently according to whether or not their parents have made any contribution in response to a request for a donation.

Principles

The Education Reform Act 1988 clarifies the activities for which charges can be made or voluntary contributions sought. The Act gives LAs and schools the discretion to charge for optional activities provided wholly or mainly out of school hours, and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, whether during or outside school hours.

If the full cost towards any of the optional activities is not available from voluntary contributions, then it will be at the Headteacher's discretion to further subsidise the cost from other sources, including school funds, to enable the activity to take place.

If the amount of the subsidy required (other than voluntary contributions) is too great, then the activity may be cancelled.

Responsibilities

Authority for day-to-day management of the policy is delegated to the School Business Manager who, in conjunction with the Headteacher will determine the costs of activities

Charges

School activities

Gillingstool Primary will operate the following policy on charges and contributions for school activities, where such activities involve additional expenditure.

- Activities which take place wholly or mainly outside school hours and which are not a statutory part of the National Curriculum may be charged for, e.g., outings, visits, sports coaching, cycling courses.
- Charges may be made for all or part of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.
- Activities which involve pupils in nights away from home e.g. Residential Visits: Charges may be made for travel costs, board and lodging costs, materials and equipment, non-teaching staff costs and any insurance and costs of engaging teaching staff specifically for the activity. Families receiving FSM will be exempt from board and lodging charges.
- Charges must not exceed actual cost.
- No charge will be made for school swimming lessons and for curriculum music activities. There will be a charge for individual or small group instrument lessons. This will depend on

the hourly rate of the tutor, the length of the lesson and the number of pupils included in the lesson. A 50% reduction will be applied for pupils in receipt of FSM

Other Charges

- Private Photocopying - a charge per copy will be set by the School Business manager

Income from Sales – Non-Profit Making

- Some goods may be purchased through the school for the convenience of parents, pupils or teachers. The school will not seek to make a profit from these sales. Goods in this category could include uniform, book bags, revision books etc.

Income from Sales – Profit Making

- Some goods will be sold through the school with the intention of making a profit and thus raising money for the school, the Friends Association or other charity. Goods in this category could include school photographs, bring and buy items, etc.

Income from Donations

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donation will be used.

Income from Lettings

The Finance Committee annually reviews and sets charges made for use of school premises. See separate Lettings Policy.

Voluntary Contributions

- Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, e.g., educational activities or visits which are mainly or wholly within school time and have been planned to enrich the curriculum and the educational experiences of the children. There will be a 50% reduction for pupils in receipt of Free School Meals (FSM)
- pupils will not be treated differently according to whether or not their parents have made a contribution;
- the proposed activity may not take place unless a substantial majority of parents contribute;
- a suggested contribution will be indicated for a contribution to cover costs. The 50% FSM reduction will then be applied

Remission

It will be school practice to:

- Apply a 50% reduction when setting charge levels or contribution levels for pupils in receipt of FSM when attending school educational visits
- Make no charge for board and lodging for FSM pupils attending residential weeks
- Apply a 50% reduction for FSM pupils undertaking peripatetic music lessons
- Always consider cases on an individual basis where parents have been unable to give a donation;

If the full cost towards any of the optional activities is not available from voluntary contributions, then it will be at the Headteacher's discretion to further subsidise the cost from other sources, including school funds, to enable the activity to take place.

If the amount of the subsidy required (other than voluntary contributions) is too great, then the activity may be cancelled.