



CHARGING AND REMISSIONS POLICY

By order of the Governing Body of Grange Primary School

Date of next review : September 2017

Introduction

This policy has been formulated in accordance with Department for Education guidance on: Charging for Schools.

Aim

The aim of this policy is to set out how charges are applied to parents in relation to school activities, uniform and equipment. The Governing Body of the School is responsible for determining the content of the policy and the Head Teacher for implementation.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that no child should have their access to the curriculum limited by charges.

Therefore, pupils will not be charged for activities that support the broad and balanced curriculum provided by the school. The school, from time to time, will ask parents to make a voluntary contribution to activities or school trips. This will only happen if the school has itself incurred a charge. Pupils will not be discriminated against if they do not contribute. However, if enough contributions are not received, this may result in the activity or trip being cancelled.

We aim:-

- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school

Charges

The school will only charge for specific activities. These include:

- School Meals
- Breakfast Club
- Educational Day Visits
- School uniform
- Lost or damaged books
- Breakages and damages
- After school clubs including clubs with an outside provider
- Residential Trips

Admissions	No charge will be made for admission.
School meals	No charge will be made for pupils entitled to free school meals. The school will pay for all pupils not entitled to free school meals an amount determined by the local authority, contractor or Governing Body of the school, as appropriate.
Breakfast club	Breakfast club is not part of the education provided during school hours, it is part of the extended provision. This is a free provision for Pupil premium and pupils entitled for free school meal. Working parents are asked to pay a charge of £1.50 per day for breakfast club. This club has been subsidised by the school. The charges are reviewed yearly.
Educational Day Visits	Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum. If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity. If sufficient contributions are not received the activity may be cancelled and monies returned to the relevant parents.
School uniform	Examples of correct school uniform are available for parents. The school jumpers, shirts and bag can be purchased from the school office between the hours of 8am –

	4pm. The trousers and skirts can be purchased outside the school.
Lost or damaged books	If a child has lost a reading or library book then parents will be asked to make a contribution of £3.50 - £5.00 towards replacement depending on the original cost of the book. If a book has been damaged we will endeavor to repair it. However, if it is not repairable then a contribution will also be asked for.
Breakages and damages to school buildings, furniture or property	In cases of wilful or malicious damage, parents may be requested to replace school equipment, books, or school property which has been damaged by their child. Each incident will be dealt with on its own merit and at the discretion of the headteacher.
After school clubs including clubs with an outside provider	At present the school is meeting the cost of all after school clubs and asking parents for a £1 contribution a session towards the costs. This might rise if or when costs increase. Pupil premium money might be used to ensure specific children are not excluded from clubs due to parents' inability or reluctance to pay.
Residential Trips	Parents are required to meet 50% of the full cost of the residential visit. Attempts will be made to apply for charitable contributions to bring down the overall cost to all. If this is not successful then the school and Governing Body would contribute to the cost of the trip for everyone from the School budget/pupil premium money (if applicable). The school pays for the transport to the residential trip. If the income for each activity does not meet the overall cost, such activities may have to be cancelled.
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 pupil (including instrument hire, music books etc). No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc).
Ingredients/materials for practical subjects	The school provides all ingredients and materials
EYFS ingredients contribution	Once a week, EYFS has a voluntary collection tin which parents can contribute to payment of ingredients for cooking and sandwich making. No child will be disadvantaged because their parent has been unable to pay.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.