	Lindale CE Primary School – Charging and remissions policy			
	Approval responsibility	Finance & staffing committee	Date of review:	May 2016
	Review period:	Annual	Next review date:	May 2017

1 Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 08.50 -12.00 and 13.00-15.15.

2 Advice

The policy has been informed by the Cumbria Children’s Services Directorate advice issued in July 2007.

3 Relationship to other school policies

The policy complements the school’s equal opportunities policy, curriculum policy, teaching and learning policy and off-site visits policy.

4 Role and responsibilities of head teacher, other staff and governors

The head teacher will that the following applies:

During the school day:

All activities that relate to the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It also excludes charges made for instrumental and/or vocal tuition, unless that tuition forms part of the National Curriculum, part of the syllabus of a prescribed public examination or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (wider opportunities).

Voluntary contributions may be sought for activities during the school day which entail additional costs, including educational visits, theatre or pantomime experiences and swimming sessions.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. See calculating costs.

Optional activities outside of the school day:


We may charge for extra-curricular activities outside of the school day such as after school and care clubs. We may ask for a contribution towards the cost of materials, for example in Craft Club.

Residential:

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Income based Jobseeker’s Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions) or Guarantee element of State Pension Credit.

In order to make up any shortfall in overall charges by the residential provider, eg tuition, parents will be asked to make a voluntary contribution. No child will be denied the opportunity of attending a residential if the parents do not wish to or cannot contribute voluntarily. However, it is possible that, unless sufficient voluntary contributions are received to cover the cost, the experience will not go ahead.

Calculating charges:

	Lindale CE Primary School – Charging and remissions policy			
	Approval responsibility	Finance & staffing committee	Date of review:	May 2016
	Review period:	Annual	Next review date:	May 2017

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those, for example, in receipt of Income Support, Income based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions) or Guarantee element of State Pension Credit.

5 Arrangements for monitoring and evaluation

The Finance Committee for the governing body will monitor the impact of this policy by receiving, on an annual basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

This Policy will be reviewed by the Finance and Staffing Committee every 3 years and must be signed by the Chair of Finance and Staffing Committee.

Policy Reviewed:	May 2016
Next Review:	May 2019
Signature of Chair of Finance and Staffing Committee:	



Lindale CE Primary School – Charging and remissions policy

Approval responsibility	Finance & staffing committee	Date of review:	May 2016
Review period:	Annual	Next review date:	May 2017

Governor Allowances Claim Form

Name:	Date:
Address:	
Claim Period:	

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

	£	p	p
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for governors with special needs			
Support for governors whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
TOTAL EXPENSES CLAIMED			