




# SEL SIDE

Endowed C of E Primary School

## Charging & Remissions Policy

Approved by <sup>1</sup>	
Name:	Jen Armitstead
Position:	Chair of Governors
Signed:	
Date:	February 2023
Proposed review date <sup>2</sup> :	February 2024

## **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 ensure 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:**

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.