

THE EDWARD RICHARDSON PRIMARY SCHOOL TETFORD

CHARGING AND REMISSIONS POLICY

Review, Responsibility & General Information

Policy Category	Financial
Review Cycle	Biennial
Body determining Review Cycle	Governing Body
Date of Governors meeting when last agreed	3 rd March 2015
Date of last review	10 th February 2015
Term next due for update	Spring Term 2017
Date due for next agreement by Governors	Summer Term 2017
Member of staff responsible for this update	Andrew Hyde
Member of staff to whom queries are directed	Andrew Hyde
Governor responsible for this update	Lead Finance Governor
Policy on website	Yes
Requirement	Statutory

1. Educational Visits and Activities in School Time

The school has an active programme of educational visits. Parents are informed of the nature and purpose of each visit and asked to make a voluntary contribution to cover the cost. They are clearly informed that no child will be prevented from participating in such a visit on grounds of inability or unwillingness to pay. Parents are also informed that if insufficient contributions are received to make the trip viable the right is reserved to cancel (and refund all money paid). Any cost arising on a trip which goes ahead that is not covered by voluntary contributions will be met from school funds. Parental contributions are expected to cover a minimum of 85% of the full cost. If 85% contributions are not forthcoming the trip will not go ahead. This will be made clear in the letters home. Parents are welcome to discuss any problems they may have with contributions. No profit will be made from any activity. All charges will be rounded down and the difference will be made up from school funds.

2. Visits Wholly Outside School Time

Occasionally a visit may be organised outside school time (eg Saturday sports events). On such occasions details are sent to parents who have the opportunity to include their children. The cost is clearly stated and payment requested. Approaches from parents who will have difficulty with the cost will always be sympathetically considered. Alternative arrangements for payment, or direct support from school, are arranged at the discretion of the Headteacher. These criteria will also apply to 'Wrap Around' care and Extended School.

3. Visiting Groups to the School

From time to time performances may be given to children in school (theatre groups etc). On such occasions parents may be notified and asked to give a voluntary contribution to the cost. No child is refused participation on the grounds of inability or unwillingness to pay. Any shortfall will be met from school funds. If the shortfall is too great the school reserves the right to cancel the event. Once again 85% contribution will be considered to be the cut off point for viability.

4. Swimming

In the latter half of the Summer Term (Term 6) every child swims every day (weather permitting). The capital costs of the pool are well supported by the PSFA but a voluntary contribution is asked for to help cover the costs. No child is refused participation on the grounds of inability or unwillingness to pay. Parents are always welcome to discuss any financial difficulty and arrange alternative methods of payment.

5. Residential Visits

A residential visit is usually organised in Term 3 for children in Y4, Y5 and Y6. Accommodation, full board and transport are provided. Parents are provided with extensive information about the visit through written communication and a presentation evening in school. The policy for charging will be as set out in the Local Authority School Administration Handbook which will determine whether or not the activity falls within school time. All parents and carers will be informed that those in receipt of appropriate benefits are entitled to claim remission for the board and lodging element. Requests for voluntary contributions (if applicable) will be handled as in paragraph 1 of this policy.

6. Applications for Remission

Applications for remission must be made in advance of the school making a commitment to run an activity. Retrospective remission will not be available as the school needs full knowledge of remissions and contributions prior to making commitment to any undertaking involving a cost. Remission from charges will be offered for most chargeable activities for children eligible for Free School Meals through the Pupil Premium.

7. School Meals

School meals will be charged for and ordered directly through our provider's own website. Those entitled to Free School Meals are able to order without payment. All parents will be informed that those in receipt of appropriate benefits are entitled to claim for Free School Meals at Key Stage 2 and they will be encouraged to take advantage of this option. The school will endeavour to maximize uptake of such healthy school meals.

7. Balance Sheets

A balance sheet will be available for every activity involving parental contributions. This will outline costings and income from voluntary contributions.