



Charging and Remissions Policy

POLICY CONTROL

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¹ Since current policy control method

Introduction: The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

Definition: The school day is defined as 9am-3.10pm. The midday break does not form part of the school day.

Responsibilities: The Head Teacher (HT) will ensure that staff are familiar with and correctly apply the policy.

Policy statement: During the school day all activities that are a necessary part of the 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. Voluntary contributions may be sought for activities during the school day which entail additional costs, e.g. educational visit to theatre.

In these circumstances no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities.

The school may seek support or use donations to contribute towards the cost of educational visits, visits by outside specialists into school, and other activities/events which support the curriculum. This support comes from Friends of Highbury (a small charity run by parents and carers), grant applications or other donations received. The school also uses a proportion of pupil premium funding to support educational visits and activities.

Snacks during the school day: Parents/carers are asked² to contribute £8 each half term (per pupil) towards snacks during the day. This amount is reviewed on an annual basis.

Optional activities outside of the school day: We aim to provide our extra curricular activities at no charge. However, where the school incurs costs we may charge for optional, extra activities provided outside of the school day, for example our own after school/holiday club. Such activities are not part of the curriculum or religious education.

Staff: No member of staff will be expected to pay for educational visits e.g. entrance fees or transport costs.

Family Learning & Extended Services: The school endeavours to provide parent/carer or family learning opportunities at no cost to those taking part. Most events are run by school staff. The school will monitor cost implications. Should funding such events become a significant issue the school may need to review the situation.

² With the exception of pupils who are nil by mouth

Education partly during the school day: If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents/carers will be told how the charges were calculated.

Residential Visits: Charges will be made for board and lodging, except for pupils whose parents/carers are in receipt of eligible benefits. Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents/carers will be told how the charges were calculated.

Calculating Charges: Given the small number of children in the classes the school supports most of the activities through budget allocation and if a contribution is required this will usually be no more than £10 per pupil. There will be no levy on those who can pay to support those who can't or won't.

The school has a small hardship fund which is supported by contributions from a variety of sources. Requests for support should be raised through the Family Liaison Officer (FLO) and more information is available from the FLO. Access to the hardship fund is considered on a case by case basis through discussions between the FLO and senior leadership team.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.