



Title	A6 Charging and Remissions Policy
Purpose	To record procedures for charging for and remission of charges for extra school activities.
Relevant to	Trustees, Local Governors, Staff, Parents/Carers
Responsible Officer	School Business Manager
Introduced	5/2010
Modification History	3/2012, 3/2014, 3/2016
Related Policies	B7 Financial Management Policy
Date Due for Review	3/2018
Relevant Governors' subcommittee for review	Whole Governing Body
Agreed at full meeting of Governors on	31/3/2016
Filed as	A6 Charging Policy Vs4a 0316

Purpose

This policy is intended to record the procedures with regard to the charging for and remission of charges for school activities to enable pupils to continue to enjoy the benefits of organised and educationally inspiring experiences beyond the classroom. We aim to provide an enriched education that enables all of our students to participate in activities funded by voluntary contributions that should not be restricted to those able to pay.

Charging for school activities

The governing body has agreed that charges for activities should be made as follows:

1. Education during schools hours should be mainly free of charge – but to enable activities to take place we will seek voluntary contributions for activities that are intended to enhance learning opportunities.
2. There may be occasions when an external agency arranges an activity to take place during school hours in which case charges can be made as required by the external agency to cover the cost of the activity.
3. Parents are not required to pay for or supply materials, books or equipment for use in school time although we do encourage the pupils to bring their own writing materials. Contributions on a voluntary basis would be expected for charges to cover ingredients etc. where parents have indicated in advance a wish to own the finished product.
4. No charge may be made for educational or associated incidentals provided inside or outside of school time where it is required as part of the syllabus for a prescribed public examination or to fulfil statutory duties in relation to the national curriculum for religious education.
5. In the case of a non-residential school activity no charges can be made if the activity is organised by the school however voluntary contributions can be sought.
6. In the case of a residential activity organised by the school only charges for board and lodging may be made BUT appropriate remissions must be applied.
7. A charge will be levied for some after-school clubs held at Oak Lodge to cover running costs and equipment. Club Co-ordinators will be responsible for collecting monies. Where possible the school will apply for grants and funding to subsidise extended school activities.

Voluntary contributions

Voluntary contributions will be requested from parents for various school time activities. Where these requests are made it will be clearly stated that the contributions are voluntary and no child will be treated any differently according to whether their parents pay or not.

Parents/Carers will be asked to pay a voluntary contribution of £10 per half term to cover the cost of food technology ingredients.

Where an activity will not be able to take place without sufficient funds being collected, this will be explained at the planning phase. It is recognised that in some cases this may lead to an activity being cancelled.

Other Charges

The school will charge for school meals where parents/carers do not meet the criteria for student free school meals. Barnet catering service sets the charge. Parents/Carers can pay daily, weekly or half termly. Half termly dinner money reminders will be sent to parents.

Parents/Carers who take their child on holiday in term time when their child has been entered for a public examination will be invoiced for the cost of the examination/s missed.

On the rare occasions where pupils *wilfully* damage school fixtures/fittings or equipment, parents/carers may be asked to contribute to repairing damages or replacing equipment. Staff will need to be mindful of behaviour management guidance in assessing whether or not the action was wilful.

Pupils are discouraged from bringing items of value into the school, however on the rare occasions where pupils *wilfully* damage property belonging to other pupils (e.g glasses) the school will write to parents/carers to ask for a contribution to repair or replace items. The school will then forward any monies received to the other party.

Remissions

If a family is in receipt of specific benefits, the school is obliged by law to waive charges for board and lodging on residential journeys. The school will always consider extending this remission to other activities that may from time to time attract a charge.

Responsibilities

Teachers organising activities will be responsible for planning and establishing the lowest possible charge/contribution necessary to fund activities. Activities will need to be planned well in advance so that the financial and educational implications can be properly addressed. Parents will be given the option to pay in instalments to ease the financial burden. Where applicable and with approval of the Headteacher, teachers will make applications for supplementary funding from the schools charity "Hearts of Oak".

Monies collected will be given to the School Business Manager to pay into the schools main account. On occasions where cheques are returned by the bank, the School Business Manager will contact parents/carers to request a payment in cash to prevent further bank charges. If excess funds have been collected and the balance of the activity is in credit, the School Business Manager will reimburse parents/carers by school cheque. If the excess amount is less than £1

per person, the School Business Manager will ask parents if they would like to donate the excess to school funds.

The Headteacher will present any funding requests to subsidise activities to the Hearts of Oak Charity. Further guidance and procedures about collecting income can be found in the school financial management policy.