



*Doing our best to achieve our best*

# **Clarendon Primary School, Nursery & Children's Centre**

## **Charging and Remission Policy**

### **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: 8.30am-3pm

### **Relationship to other school policies**

The policy complements the school's *equality policy, curriculum policy and learning and teaching policy.*

### **Roles and responsibilities of headteacher, other staff, governors**

The headteacher will ensure that the following applies:

### **During the school day**

All activities that are a necessary part of 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. Where other sessions delivered are not an essential part of the National Curriculum, a charge will be made. This includes individual or small group teaching of musical instruments.

Voluntary contributions are sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials, trips involving traveling to another venue or visitors to school who provide a service.

No pupil will be prevented from participating because his/her parents cannot or will not make a contribution; however we kindly request that a parent come and talk with a member of staff to advise us of this. (Any conversations will be managed sensitively and in the strictest confidence.)

Please note the school reserves the right to cancel any activity if insufficient contributions have been received.

### **Optional activities outside of the school day**

We will charge for optional extra activities provided outside of the school day, for example extra-curricular clubs or use of the schools after school club – The Haven. Such activities are not part of the National Curriculum or Religious Education.

### **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 will be told, on request, how the charges were calculated.

### **Residential trips**

Charges will be made for board and lodging, except for pupils who meet the current free school meals eligibility criteria. In these circumstances a voluntary contribution will be requested. Other charges will be made to cover costs where necessary following guidance. In such cases parents will be told how the charges were calculated.

### **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 can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who meet the free school meal eligibility criteria. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Breakages and Losses**

Where loss or damage to property is as a result of a pupil's inappropriate behaviour, parents will be asked to pay or make a contribution towards the cost of a replacement, e.g. a broken window or lost or damaged library/home reading book.

### **Arrangements for monitoring and evaluation**

The headteacher, finance working group and external audit will monitor the impact of the policy.

### **Policy Review:**

Date reviewed: Summer Term 2018

Review date: Summer Term 2019