



## CHARGING AND REMISSIONS POLICY

Ratified by Governors	Nov 2014	Next Review	Nov 2015
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## Introduction

Educational visits make a valuable contribution to pupils' education and development. It is widely accepted that they; raise achievement by boosting self-esteem and motivation, develop key skills, support the curriculum and learning in a range of subject areas, develop social education and citizenship and promote health and fitness. The governors and staff of Marlcliffe Primary School are committed to providing a wide range of educational opportunities including visits offsite and residential to extend and enrich learning experiences

At Marlcliffe Primary School we do not charge for most of our school-time activities. However, we make appropriate charges or request a voluntary contribution from parents/carers, which, we believe, enables the provision of a wide range of enriching activities. If a particular activity cannot take place without some help from parents/carers, this is explained to parents/carers. Crucially, no pupil will be left out of an activity because their parents/carers are unable to make a contribution.

There is no limit on the level of voluntary contribution, which parents/carers can make to school activities nor is any restriction placed upon the use of such contribution. A request for a voluntary contribution towards the cost of an activity could, for example, include the cost of travel for accompanying adults. Also, parents/carers could be asked for a voluntary contribution towards part of the cost whilst the shortfall could be met from the proceeds of other fundraising. Parents/carers who have contributed voluntarily may be given a refund if their child is unable to take part in the trip through illness.

## Principles

- We make no charge for National Curriculum or Statutory Religious Education and related activities in school time.
- We may ask for a voluntary contribution for activities wholly or partly in school time which otherwise would be prohibited by cost like visits to museums, visiting theatre groups etc. etc.
- There is no obligation to contribute.
- No child will be excluded from any such activity on the basis on non-contribution.
- The school will meet half of the cost of visits including residential trips like Robinwood (Y4) and France (Y6) for children who benefit from pupil premium funding.
- We raise income for the school from appropriate groups' use of facilities in line with the LA suggested charges to cover premises and caretaking costs.
- External providers who use our premises for private lessons (music, languages) or after-school clubs are asked to contribute to the school. This takes the form of free sessions for vulnerable children selected by school, curriculum sessions in classes so all children benefit, music assemblies/performances or free tuition for an after-school club.

**Contributions are voluntary. Pupils of parents/carers who are unable to contribute will not be discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.**

## **Key responsibilities**

- The Finance and Staffing Committee will review and amend where appropriate this Charging and Remissions Policy on behalf of the Governing Body annually in the Autumn Term.
- The Finance and Staffing Committee will review annually the charges and remissions and will monitor whether actual income is in line with anticipated income in the Summer Term. Amendments will be recommended where there appears to be a material shortfall or excessive income.
- The School Manager will be responsible for drafting proposals for charges.
- The School Manager will manage the letting of school premises.
- The Administration Assistants will maintain accurate records and information of any charges or remissions made.

## **Exceptions**

We make the following exceptions to the rules concerning not charging for activities in school hours.

- Charges will be made for individual musical instrument tuition.
- Some lunchtime clubs are run by external providers like Italian, Spanish, recorders and a charge is made for these by the providers.

## **Damage to school property**

Parents/carers and community groups are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children or those whom they are responsible for.

A. Mann