



Charging and Remission Policy

Committee with oversight for this policy – Finance Leadership & Management	
Policy to be approved by the Finance Leadership & Management Committee	
Policy last reviewed by the Finance Leadership & Management Committee	15/06/2017
Policy last ratified and adopted by Finance Leadership & Management Committee	15/06/2017
Policy / Document due for review	June 2018

Ravenor Primary School Charging and Remissions Policy

Ravenor Primary School supports the principle that the school curriculum be available to every child and that charges should not limit any child's access to the curriculum. Any school visits or activities will be planned with a view to making them accessible to as many pupils as possible. Where charges are levied they will be fair and easily understood by all. As much notice as possible will be given to parents when identifying a cost for a school visit.

No charges will be made for activities that form part of a prescribed syllabus or of the National Curriculum (e.g. swimming).

Trips and Visits

Charges will be made for board and lodging on residential trips whether they are deemed to fall inside or out of school hours. Children's entitlement to the National Curriculum is not affected by not participating in the activity. Remission of charges for board and lodging is possible for families on family credit.

Charges will be made for visits or activities that are wholly or mainly outside school hours. This might include activities linked to any after school clubs operated by the school.

Voluntary contributions are invited for visits and activities which take place in school time. No pupil will be excluded because of the parents' inability to pay. On some occasions it may prove necessary to cancel the trip for all pupils if voluntary contributions do not meet the total required to cover costs. The school has a small annual budget which is allocated for visits and activities (e.g. theatre groups, artists and musicians) which is spent at the discretion of the Headteacher.

A high proportion of Ravenor families are on income support and a variety of other benefits. It is therefore impossible for us to subsidise or pay for the children of all these families whenever a trip or special activity is organised. To overcome this difficulty we do the following:

- insert a standard paragraph into every letter which offers a trip or activity
- keep the cost of trips to a minimum
- invite theatres, speakers etc into Ravenor.

The standard paragraph invites families with special financial difficulties to make themselves known to the school. The free school meals information is usually used to judge the validity of a request. In genuine cases a contribution towards the cost is made. The headteacher's decision is final about which families are eligible for support.

Damage to School Property

Charges will be made if a school book is lost or damaged while in the care of the child (e.g. at home). Charges will also be made for school property (e.g. rulers, books etc) which is deliberately damaged or destroyed. The charge is based on the replacement cost.

Materials in Practical Lessons

Voluntary contributions may be sought to provide materials used during practical lessons such as cookery, DT, art etc.

The charge may be in the form of voluntary provision of raw materials (e.g. ingredients) Charges may also be made for a completed item which is taken home and becomes the property of the child (e.g. a piece of sewing or a model).

Book Clubs, Sweat Shirts, Book Bags, Photographs etc.

The school also organises the sale of items such as those listed above. The sales are made as a service to the parents and therefore do not come under the scope of this policy.

Procedures for Charging

Class based activities

Teachers plan visits and activities which will extend the children's experiences. The procedures for planning a trip are set out in the school's Trip Procedures Guidance. The costs for the trip are worked out and a charge agreed. The charge will never be altered after this point. Where the cost is deemed to be high an initial letter is sent to parents to see if enough are willing to pay the amount. In the event of little interest being shown the trip may be cancelled at this stage.

A second letter is sent to parents which requests the money and in which the parents give their permission for the child to join in the activity. An opportunity is given to parents in this letter to approach the school for assistance. This is another point at which the trip may be cancelled.

If the trip goes ahead no child will be excluded because of inability to pay.

School based activities

We try to keep charges to a minimum. Letters are sent to parents explaining the event and contributions are invited. In the event of the contributions not reaching the full cost the school will fund the difference.

No child will be excluded because of an inability to pay.

Requests for Assistance

The standard school letter refers to the right of parents to seek assistance in cases of genuine hardship. Parents may speak to the class teacher, the deputy, the head or office staff. All requests are dealt with sympathetically, sensitively and confidentially.

Refund Policy

Where the school is charged for the provision of a program or service as a bulk cost and not a "per head" cost, no refund is able to be given.

Where a "per head" fee is charged refunds may be given if the child is absent from school on the day or days of the program or service due to exceptional circumstances other than illness.

Where there is a combination of a bulk charge and a "per head" charge in an excursion eg: visit to the zoo - Bus charge is a bulk cost and the entry fee is a "per head" cost, only the "per head" component may be able to be refunded.

Refunds will only be considered when requested in writing within 21 days of the event.

The Head Teacher has the authority to make exceptions to this Policy in special or exceptional circumstances, on an individual 'case by case' basis.