



MEREBROOK INFANT SCHOOL

CHARGING AND REMISSIONS POLICY

VERSION

Date	Author(s)	Notes on Revision/s
September 2013	Cheryl Johnson	New Policy
November 2018	Tracy Hurwood	Roles and responsibilities section added Changes to titles to reflect new staffing structure Legislation and guidance added
Policy Review: Every 3 years		
Type of Governing Board Meeting: Resources Committee		

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1 AIMS

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2 LEGISLATION AND GUIDANCE

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

3 ROLES AND RESPONSIBILITIES

3.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the executive headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

3.2 The executive headteacher

The executive headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

3.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the head of school of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

3.4 Parents

Parents are expected to notify staff or the head of school of any concerns or queries regarding the charging and remissions policy.

4 VOLUNTARY CONTRIBUTIONS

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions reserve the right to cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as “optional extras”. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events.

5 MUSIC TUITION

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents and carers in receipt of pupil premium grant are exempt from payment. We give parents and carers information about additional music tuition at the start of each academic year.

6 ACTIVITIES OUTSIDE SCHOOL HOURS

For all activities outside of school hours, a charge up to the cost of the activity will be levied.

The school is sometimes able to secure the services of a qualified sports coach. It is necessary for the school to make a charge for this service and so children attending these sessions may be asked to contribute financially toward the cost of the coaching session.

7 DAMAGE / LOSS TO PROPERTY

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the executive Headteacher or head of school, in consultation with the Chair of the Governing Board, may decide it right to make a charge. Each incident will be dealt with individually.

8 LETTINGS

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Resources Committee and form part of our separate Lettings Policy.

9 MONITORING AND REVIEW

This policy is monitored by the governing board, and will be reviewed every three years or sooner if necessary.