



LINSLADE LOWER SCHOOL

Charging & Remissions Policy

2024

Governor Approval:	September 2024
Review Cycle:	Triennial

Policy review chronology:

September 2020	No changes	Approved
September 2022	No changes	Approved
September 2024	No changes	Approved

LINSLADE LOWER SCHOOL CHARGING AND REMISSIONS POLICY

Purpose

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge, while ensuring that all children have full and free access to a broad and balanced curriculum.

Definition

The school day is defined as:

Morning Nursery	9.00am to 12.00pm
Nursery lunchtime	A charge is made to pay for staff to supervise the children while they eat their lunch between 12.00 and 12.30
Afternoon Nursery	12.30pm to 3.30pm
Full-time Reception	8.50am to 3.30pm
Main School Y1-4 Morning	9.00am to 12.15pm Key Stage 1 (Years 1 & 2)
	8.45am to 12.20 pm Key Stage 2 (Years 3 & 4)
Afternoon	1.15pm to 3.30pm Key Stages 1
	1.15pm to 3.25pm Key Stage 2

Responsibilities

The headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy every three years.

Policy statement

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. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), the School will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example transport to swimming, visiting speakers, visits, journeys and trips linked to the curriculum, optional extra-curricular activities provided by school where costs are incurred.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Optional activities outside of the school day

Charges may be made by outside agencies providing optional extra-curricular clubs, such as football. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

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 the majority of the time to be spent on the activity falls within the school day. Conversely, if the larger proportion of time spent falls outside of the normal school day, charges may be made. When such activities are arranged, parents will be told how the charges were calculated.

Residentials

Charges will be made for board and lodging, except for pupils with family hardship, (see *Remissions* below).

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Mini-bus

The School has a permit issued by the LA under section 19 of the Transport Act 1985 allowing it to levy charges for mini-bus travel.

Only the School's pupils, staff or parents may travel in the LA/Upper/Middle school mini-bus for which a charge will be levied.

Charges made for travel will cover only actual costs incurred, including depreciation.

The service provided will not make a profit for the school.

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.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Remissions

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities. Pupils will not be treated differently whether or not their parents have made a contribution.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example in the case of family hardship where pupils are

eligible for pupil premium. When arranging for a chargeable activity such parents are invited in confidence to request the remission of charges in full or in part.

Arrangements for monitoring and evaluation

The Finance Monitoring Committee of the Governing Body will monitor the impact of this policy by receiving, where appropriate, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.