

# Littlemoor Children's Centre & School

## CHARGING AND REMISSIONS POLICY

### Introduction

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.

The policy has been informed by the LA policy and the DfES guidance .

### Definition

The school day is defined as: *8.45-12.00 and 1.15-3.30*. The midday break does not form part of the school day.

### Responsibilities

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

The Governors will review the policy annually.

### 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, we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, *such as school trips and, on occasion, workshop sessions within school*.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities]

### 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 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 or won'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.

Reviewed September 2017

Next Review September 2020