

Melton Primary School

Charging & Remissions

Written by:	Finance Committee
Approved by:	Finance Committee
Signed by:	Chair of Finance
Signature	Katy Martin
Approved:	Summer 2018
Review due:	Summer 2019

Aims

The aims of this policy are to:

- allow the school to make a reasonable charge for any activities (inside or outside school hours), curriculum enrichment experience (including school visits), or clubs organised by the school, and
- set out the criteria for remissions and reductions of charges.

It is the Governors aim that, as far as is practical, the provision of such activities will be self funding and will not impact upon the budget delegated to the school by the Local Authority. On rare occasions when contributions received for an activity exceed the costs of providing that activity then these surpluses will be held within the School Fund to assist in financing future activities.

Purpose

The school and its Governors recognise the great contribution to pupil's learning and personal and social education of offering a wide range of activities and experiences to pupils. These may include activities and experiences to:

- enrich the curriculum offered during school hours (eg. Visiting plays)
- enable children to engage in a range of activities outside usual school hours (eg. Recorder club)
- allow children to experience learning in different environments (eg. School visits)

The Governors recognise that in order to provide a suitable range of activities of this type the school will need to make a charge for most of these activities as the budget received by the school from the Local Authority would not be sufficient to meet the costs involved.

Scope

This policy only applies to those activities or experiences provided by or arranged by the school and not to events or activities provided or arranged by other groups (eg. Friends of Melton School (FOMS), Pitstop) which may from time to time use the school premises.

Charges

The Governors reserve the right for the school to make reasonable charges for the following:

Curriculum Enrichment

These activities, experiences and visits will be focussed on providing pupils with opportunities to access and engage with the school curriculum in a stimulating and interesting way and will often have links to specific curriculum activities which the children will be engaged on.

Subject to the remissions policy, all parents of children attending these events will be expected to contribute the requested amount as these events will only be arranged where the teachers believe that they will have educational value. Without these contributions this valuable element of the children's education will not be able to take place or the number of these events will be reduced. Where parents do not qualify for remission of the charges, the school may choose not to allow the child to attend that event.

Activities & Clubs Outside School Hours

These activities and clubs are organised by the school. Whilst some are provided by school staff others are provided through third party suppliers. The school may make charges for these activities and clubs whoever they are provided by. These activities and clubs may take before school in the morning, at lunchtime or after school ends in the afternoon.

Subject to the remissions policy, all parents of children attending these activities and clubs will be expected to contribute the requested amount.

Activities Within School Hours

Occasionally there are opportunities for children to engage in suitable activities beyond the scope of the curriculum within school hours. Where this occurs the school may charge for these activities and parents may choose not to involve their children in these activities.

Subject to the remissions policy, all parents of children attending these activities will be required to contribute the requested amount.

Extended School Trips

Children may be offered the opportunity to join an extended school trip involving staying away overnight (eg. Year 5 & 6 Residential Trips). The governors and the school believe these trips are a valuable way of adding to childrens personal and social development.

Subject to the remissions policy, all parents of children attending these activities will be required to contribute the requested amount.

School Meals

Subject to the remissions policy, all parents of children receiving meals provided by the school will be required to pay the requested amount.

Fund Raising Activities and Events

In addition to the above, the School will from time to time arrange voluntary fund raising activities in association with the Friends of Melton Primary School or for charitable fund raising. These fund raising activities (eg. Rainbow Day, Book Character Day, Red Nose Day) are not part of the normal delivery of curriculum and may take place during or outside school hours. The Governors and the school believe that these are relevant to the social development of the children and support these initiatives fully and would encourage all children to take part. They are however purely voluntary and any contribution made is a welcome voluntary help either to the fund raising of the school or the FOMS or to the charitable beneficiary.

General

The Governors may, from time to time, amend the categories of activity for which a charge is made.

Nothing in this policy precludes the Governors from inviting parents to make a voluntary contribution towards the cost of providing education for pupils at the school.

Remissions

Remission of all or part of any charges will be made in the following circumstances:

- other than for Extended School Trips, where a pupil is registered for (or would qualify to be registered for) or is in receipt of Free School Meals then the Governors will remit in full the costs associated with the activity outlined above.
- for Extended School Trips or other activities outlined above, where a pupil is registered for (or would qualify to be registered for) or is in receipt of Free School Meals or where there may be family hardship issues which make it difficult for a pupil to take part in an Extended School Trip or activities parents are invited to apply in confidence to the Head teacher for the remission or reduction of the charges. Subject to the School Fund having sufficient funds, and the total remission or reduction does not exceed £50 for any individual pupil per term the Head teacher may authorise reduction or remission of the charges. Where the remission or reduction will exceed £50 for any individual pupil per term the Head teacher will consult with the Chair of the Governing body before agreeing to the reduction or remission of the charges.

Unless parents qualify for remission of charges under either of the above then they will be expected to make the requested contribution.

Signed by:

Chair of Finance: Date:

Headteacher: Date:

Agreed at the Finance Committee Meeting on: