



The Chandler C of E (Aided) Junior School

Policy RFN-06 Charging & Remissions

Introduction

- THIS DOCUMENT clearly states the areas of activity for which charging is permissible and the School's remissions policy
- It was approved by the Resources Committee in July 2017. It will be reviewed annually (next review due Summer 2018)

Our Philosophy

The purpose of the Policy is to ensure that, in accordance with the provisions of the Education Act 1996, all children have full and free access to a broad and balanced curriculum during the school day.

The school day is here defined as 8.45am to 3.20pm (end of the afternoon session).

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.

- *However, charges will be 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 the National Curriculum or a public examination syllabus is being followed by the pupil(s)).* Such tuition is provided by peripatetic music teachers on the School's premises. Parents pay the charge directly to the private tutors (e.g. The Music Works or individuals) or to Surrey Arts (SCC) as appropriate.
- *The School may charge for or require the supply of ingredients and materials if parents have indicated in advance a wish to own the finished product, if there is one.* The School will obtain written confirmation from parents that they wish to supply or pay for materials on this basis.

Voluntary Contributions will be sought for activities during the school day which entail additional costs. Such activities, which enrich the curriculum and educational experience of the children, may include swimming, special activities involving high cost materials, trips involving traveling to another venue, or visitors to school who provide a service.

- No pupil will be prevented from participating because his/her parents cannot or will not make a voluntary contribution.
- If we do not receive sufficient voluntary contributions, the School reserves the right to cancel a trip or activity and/or to plan alternative activities in future years.

Optional Activities outside of the School Day

The School organises a wide range of optional, extra-curricular activities outside of the school day, for example extra-curricular clubs. Such activities are not part of the National Curriculum or Religious Education, nor are they part of an examination syllabus.

Participation will be on the basis of parental choice and a willingness to meet such charges as are made.

- Third party providers (including School's Out, judo, tennis etc.) will generally charge for taking part in their Club's activities, in accordance with their individual charging arrangements.

- Charges are not currently made for taking part in Clubs and activities run by members of staff or Governors (e.g. homework club, sewing club etc.).
 - *However, the School may charge for or require the supply of ingredients and materials if parents have indicated in advance a wish to own the finished product, if there is one.* The School will obtain written confirmation from parents that they wish to supply or pay for materials on this basis.
- Charges may be made for events or activities organised by the School “outside school hours” that are not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, and not part of Religious Education. Outside school hours is defined as when “less than 50% of the time spent on an activity falls during school hours”. Time spent on travel counts in this calculation if the travel itself occurs during school hours.
 - *Such events may include afternoon./evening visits to the theatre, football matches or choir/singing activities.*

Residential Visits – in School Hours

Residential visits are deemed to take place in school time if the number of school sessions on the trip is at least 50% of the number of half days spent on the trip. **All Chandler School residential trips in 2017/18 will fall into this category.**

The School may offer alternative, locally-based, activities to the children of parents who are unwilling or unable to send their children on residential trips.

Extended payment plans or limited financial support (where available) may be provided to those who meet the Free School Meals eligibility criteria or in other, exceptional, circumstances to enable pupils to take part on residential trips. Such financial support is offered solely at the discretion of the Head Teacher. This is stated clearly on letters and is dealt with discreetly and in confidence by the Head Teacher.

The cost of residential trips includes board & lodging, staff and other costs.

a) Board & Lodging

The School will charge for the cost of Board & Lodging on residential trips.

- *However, parents who meet the current Free School Meals eligibility criteria are also entitled to the remission of Board & Lodging charges (only) on residential school trips.* The School bears this cost for such pupils.

b) Staff costs

The School covers the cost of any staff time necessary to lead the trip or subsequent follow up work. No charges are made nor are voluntary contributions sought.

c) Other costs

Voluntary Contributions will be sought in respect of other costs of residential trips. These costs are likely to include transport, charges for any activities to be experienced, materials, entrance to any sites visited.

- No pupil will be prevented from participating because his/her parents cannot or will not make a contribution.
- If we do not receive sufficient voluntary contributions, the School reserves the right to cancel a trip or activity and/or to plan alternative activities in future years.

Breakages & Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows or other fixtures and fittings
- defaced, damaged or lost text books or library books
- replacement reading or homework diaries
- any other item damaged as a result of unsatisfactory pupil behaviour.

Policy No & Name: Charging & Remissions RFN-06			
Category: 2 – Resources Committee approves and adopts on behalf of FGB			
Review Frequency: Annual			
	2016	2017	
Staff Member responsible	SL	SL	
Nature of changes made	Minor	Minor	
Core Subject / Improvement Team	-		
Date reviewed by Core Subject / Improvement team	-		
Governor Committee	Resources	Resources	
Date reviewed by Committee	20/06/16	12/7/17	
Date of FGB approval (Category 1 only)		N/A	
Date next review is due	Summer 2018	Summer 2018	
DMC File Version – NB completed by DMC	5	6	