

Charging & Remissions Policy

FOR

ELMHURST SCHOOL & TWO YEAR OLD PROVISION



Adopted:	May 2015
Next Review Date:	May 2018
Responsible Committee	Finance, Personnel & Pay Review

Signed:

Two Year Old Registered Person:	Mrs K. Rumble
Headteacher:	Mrs R. Lee
Chair of Governors:	Mr D. Gamble

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Policy Statement

This 'Charging Policy' informs staff and parents about charging for school activities. It conforms to the requirement of the guidance detailed in 'A Guide to the Law for School Governors (2006)', Chapter 16 as set out in the Education Act (1966) sections 449-462.

Elmhurst School and Two Year Old Provision believes that all its pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils participating.

Parents should also be reassured that in genuine financial hardship the school will endeavour to see that pupils are able to participate in most activities. Parents are asked to write to the Head Teacher directly where the case will be dealt with in total confidence.

In accordance with these guidelines Elmhurst School:

- May request a voluntary contribution towards any educational visits or activities during school hours. Letters requesting a voluntary contribution for an activity must indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.
- The Head Teacher has the right to cancel an activity or trip where there are insufficient voluntary contributions to make the activity possible.
- Will not charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at the school, except where a pupil or parent wishes to retain items produced as a result of art, craft and design and technology, a charge may be levied for the cost of the materials used.
- The school may charge in respect of individual music tuition, and group music tuition up to and including four persons, if the lessons are not an essential part of the National Curriculum.
- May allow external organisations, independent to the school and Local Authority, to charge for activities outside of normal school hours. Any parents wishing their children to attend such activities must contribute fully.
- May charge for activities (optional extras) which happen outside school hours when these activities are not a necessary part of the National Curriculum.
- Will charge accordingly in advance for any hot school meals which a parent orders for their child. Payment must be received in advance otherwise the school is not able to offer hot food and the parent will be responsible for providing lunch (excluding those eligible for free school meals).
- Will charge accordingly in advance for any school uniform/book bags/water bottles which a parent orders for their child. Payment must be received in advance otherwise the school is not able to offer uniform and the parent will be responsible for providing uniform.
- Will charge for lost or replacement items e.g. library books, reading books, home school planners, replacement badges etc.
- The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities e.g. photocopying.
- The Head Teacher, Finance, Personnel and Pay Review Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services.