Bisham C of E Primary School

Charging and Remissions Policy

1.0 Introduction:
Section 110 of The Education Reform Act 1988 requires that every Governing Body of a maintained school shall determine and keep, under review, a policy with respect to the provision of, and the classes or descriptions of cases in which they propose to make charges for, any optional extra or board and lodging in respect of which charges are permitted by Section 109 of that Act.

The Governing Body/IEB of Bisham C of E Primary School has, therefore, determined that the school may make charges and seek voluntary contributions from parents for school activities provided for registered pupils at the school on the basis of the information set out in the main part of this document.

2.0 Principles:
Charges may not be made for education provided during school hours, with the exception of musical tuition of an individual or a group, if teaching is not an essential part of either the National Curriculum or a public examination syllabus. At Bisham C of E Primary School though, we consider the inclusion of enrichment activities to be essential in supporting and enhancing the Curriculum. Enrichment activities broaden children’s learning experiences and help them to discover and develop personal interests and vital skills such as problem solving, creative thinking and self-evaluation. Many of these activities are free. However, some can only be made available to the children through parental contributions that cover the costs of the specific activity.

Practice: Therefore, although charges may not be made, parents will be invited to make a voluntary contribution to cover the cost of the school enrichment activities, whether taking place on the school premises or as part of an educational offsite visit.

3.0 Aims:
The aims of the Charging Policy are to –

- maintain the right to free school education;
- enable all pupils to take full advantage of the activities provided by the school.

4.0 Objectives:
The objectives of the Charging Policy are -

- to ensure that activities are offered in school time and should be available to all pupils;
- to identify those activities for which charges may be levied.

5.0 Responsibilities:
Authority for the day-to-day management of the fund will be devolved to the Headteacher who will determine the proportion of costs of an activity which should be charged to public or non-public funds.

Staff organising activities must do so within the provision of this policy.
6.0 **During school hours:**
Parents may make a voluntary contribution to the cost of ingredients or materials if they have indicated, in advance, that they wish to own the finished product.

7.0 **Outside school hours:**
Charges may be made for ‘optional extras’ defined as wholly or mainly outside of school hours provided activities are not –

- to fulfil any requirements specified in the syllabus for a prescribed public examination;
- specifically to fulfil statutory duties related to the National Curriculum;
- specifically fulfil statutory duties to religious education.

Participation in the optional extra activity is on the basis of parental choice and a willingness to meet the charges.

Charges for pupils may not -

- exceed the actual cost of providing the optional extra activity divided by the number of pupils willing to participate;
- to invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours;
- to ensure that the responsibilities for the Charging Policy are clearly and appropriately allocated to ensure that the operation of the Charging and Remissions Policy is systematically reviewed and the findings acted upon.

8.0 **For all activities:**
To request voluntary contributions from all parents for school activities in or out of school time this can only be provided if there is sufficient voluntary funding.

- The school reserves the right to charge parents for –
- wilful damage to school property or the misuse or loss of books and equipment;
- costs made against the school due to financial processes resulting from returned parental cheques.

9.0 **Remission**
It is the policy of the Governing Body/IEB to delegate to the chair and the Headteacher the determination of any individual case arising from the implementation of this policy.