

Highwoods Community Primary School



Charging and Remissions Policy

Reviewed February 2015

To be reviewed February 2016

CHARGING AND REMISSIONS POLICY

AIM

At Highwoods School, we aim to make appropriate charges or request a voluntary contribution from parents which enables and encourages the development of a wide range of enriching activities.

PRINCIPLES

- We make no charge for education provided during school hours, with the exception of musical tuition and swimming.
- We may ask for a voluntary contribution for activities wholly or partly in school time which otherwise would be prohibited by cost. No child will be excluded from any such activity on the basis on non-contribution.
- If an activity cannot take place without parental support, this will be made clear at the planning stage.
- We may charge where it enables an increase or enriches non-statutory extra curricular provision at any time.
- We support the development of all community groups use of school facilities through a flexible charging approach.
- We offer minimum cost of facilities for non-profit making community activities.
- We raise income for the school from appropriate groups' use of facilities.

KEY RESPONSIBILITIES

Finance and Premises Committee

- We will review and amend the Charging and Remissions Policy on behalf of the Governing Body annually.
- We will review annually the charges for supplies and services and will monitor whether actual income is in line with anticipated income on an annual basis.

Headteacher

- Will be responsible for drafting proposals for changes.

Finance Officer/Consortium Manager/Administrative Officer Front Office

- Will provide effective financial administration enabling efficient budget management by the Headteacher.
- Will manage the letting of school premises.
- Will maintain accurate records and information of any charges or remissions made.

ORGANISATION

Musical Tuition

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in a group of up to four, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Paris trip and Residential Trips

These activities take place outside of school time and cannot be subsidised. Parents wishing their children to participate will be asked to fund the cost of these trips.

Voluntary Contributions

Although we do not charge for most of our school-time activities, occasionally we invite parents to make a contribution to make school funds go further. If there are insufficient parents supporting an activity, it may be cancelled. If a particular activity cannot take place without some help from parents, this is explained to parents during the planning stage. The essential point is that no pupil will be left out of an activity because his/her parents cannot or will not make a contribution of any kind. It may be necessary to state that the activity will not take place if parents/carers are reluctant to support it. Contributions must, however, be genuinely voluntary. The terms of any request for contributions must be made clear:

1. that there is no obligation to contribute; and
2. that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

There is no limit on the level of voluntary contribution, which parents or others can make to school activities nor is any restriction placed upon the use, which can be made to such contributions. A request for a contribution towards the cost of a particular activity could, for example, include the cost of travel for accompanying adults. Alternatively, parents could be asked to contribute toward part of the cost at the time of the visit or activity, and the rest could be met from the proceeds of general fund raising.

Parents who have contributed voluntarily may have a refund if their child is unable to take part in the trip through illness.

The charge levied will not exceed the actual expected cost.

Damage to School Property

Parents and Community Groups are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children or users.

Letting of Premises

The annual charges are reviewed annually by the Finance, Premises and Audit Committee. The conditions of hiring and booking are laid down in the contract.

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