CHARGING AND REMISSIONS POLICY

General Principles

The School Governing Body is committed to the general principle of free education. In determining the charging and remissions policies which are set out in this document the Governors have been mindful of the policy statement produced by the Nottinghamshire Education Committee and have also taken account of the Committee's Entitlement Curriculum.

The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

Safeguarding

The governors seek to ensure the suitability of adults working with children on school premises at any time, in line with the school's Child Protection Policy. Hirers intending to work with children or vulnerable adults must demonstrate that they have suitable Safeguarding arrangements in place before their booking is accepted including a valid CRB/DBS Certificate. The hirer must also provide the school with a Risk Assessment for the activity.

As required by the Prevent Duty, which forms part of the Counter Terrorism and Security Act 2015 the school's lettings agreement includes the following terms and conditions:

The Hirer must not use, permit or allow rooms/site to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials.

CHARGING

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

Residential Activities held during school hours
Charges may be made for the board and lodging element of those residential activities which take place during school hours. Parents / carers will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parents / carers consent will be obtained for their children's participation in any such activities for which a charge may be made.

Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangement for such activities will be at the discretion of the Governing Body **EXCEPT** in the circumstances described below.

Activities held outside school hours
The school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences, and are known generally as 'optional extras'. Charges may be made for these activities **EXCEPT** where they are provided to fulfil any requirements specified in the National Curriculum or to religious education in which case they are not regarded as optional extras as such, and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described below).

Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate element for such things as;

- the pupil's travel costs:
- the pupil's board and lodging costs;
- materials, books, instruments and other equipment
- non -teaching staff costs;
- entrance fees to museums, castles, theatres, etc.,
- insurance costs;
- the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.

Any remission arrangements for such activities will be at the discretion of the Governing Body, **EXCEPT** in the circumstances described below.

Materials and ingredients: a charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents / carers have indicated in advance a wish to own the finished produce, e.g. in home economics or Design and Technology. Alternatively parents / carers may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

REMISSIONS

Croft Primary School Governors have a commitment to enabling equality of opportunity for all children and will consider the needs of disadvantaged children when offering, planning and delivering all educational visits. All requests for assistance should be authorised using the Croft Primary School Parental Remission Request form (Appendix A). In the case of any disadvantaged children, this can be requested by the member of staff leading the visit. In all cases the approval forms should be authorised by the Head Teacher.

Trip/Visit letters to parents will state that parents requesting support must contact the visit leader, the Head Teacher or Deputy Head Teacher.

Voluntary Contributions

Nothing in this policy statement precludes the School Governing Body from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contribution sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents/carers make a contribution in response to any invitation. It will be made clear to parents at the outset what their policy for allocating places on school visits will be.

Breakages and Damage to School Property

The School Governing Body reserves the right to seek reparation from parents / carers where their children cause breakages or damage to school property through carelessness or malicious actions.

Review

The School Governing Body reserves the right to review and amend this policy statement from time to time, as appropriate.

Signed: _____ (Chair) Date: _____

_____ (Head Teacher) Date: _____

Reviewed Date: Autumn Term 2023
Autumn Term 2025

Croft Primary School
Creativity, Potential Success

Appendix A

SUPPORT REQUEST FORM

Name of Pupil…….

Class…….

Pupil Premium Yes/No

SEN Yes/No

Trip/Visit……

Cost……

Description of support requested……..

…….

…….

…….

Signed by……..

Date……

Authorised by……..

Date……..