



# **Charging and Remissions Policy**

To be agreed (please indicate with a \* ):

- Full Governing Body Meeting \_\_\_\_\_
- Children and Learning Committee Meeting \_\_\_\_\_
- Resources Committee Meeting \_\_\_\_\_\*

Date: 28.6.24

## Charging and Remissions Policy Contents

<b>Section</b>	<b>Page Number</b>
Introduction	3
Policy	3 - 4
Appendices	N/A

# Charging and Remissions Policy

## 1. Introduction

- a) This document is a statement of the aims, principles and strategies used for charging parents at Stamford Green Primary School and Nursery.

## 2. Purpose

- a) The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

## 3. Relationship to other school policies

- a) The policy complements the school's equal opportunities policy and learning, teaching and curriculum policy.

## 4. Roles and responsibilities of headteacher, other staff, governors

- a) The headteacher will ensure that the following applies:

## 5. During the school day

- a) 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. It excludes charges made for vocal or instrumental tuition for an individual pupil or a group. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.
- b) Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, special activities involving high cost materials, trips involving travelling to another venue or visitors to school who provide a service.
- c) In these circumstances no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. However, if the viability of the trip is dependent on voluntary contributions, parents will be informed of this from the outset.
- d) Once an activity has been paid for, there will be no reimbursement of voluntary contributions.

## 6. Optional activities outside of the school day

- a) We may charge for optional, extra activities provided outside of the school day, for example, the Y2 sleepover. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

## **7. Education partly during the school day**

- a) If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Voluntary contributions may be sought for these activities.
- b) Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

## **8. Residentials**

- a) Charges will be made for board and lodging, except for pupils who meet the current free school meals eligibility criteria.
- b) Other charges will be made to cover costs where necessary following guidance in the Surrey Schools Finance Manual. In such cases parents will be told how the charges were calculated.
- c) All residentials are optional and children not attending will be expected to attend school as usual.
- d) An initial deposit will be requested for residential trips with the remaining cost of the trip paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payments must be made in writing by the parent/carer and, if the cancellation is due to illness, a medical certificate may be required. Requests for refunds will be considered on a case by case basis and may be dependent on our ability to reclaim monies already paid to suppliers.

## **9. Wraparound Care**

- a) Charges will be made for wraparound care which is provided at Sunrise which runs from 7.30am to the start of school and Sunset which runs from the end of school to 6.00pm.
- b) Charges will be reviewed annually in line with the budget setting process and any increases will be communicated to parents before bookings open for the new academic year and before the notice deadline for any children leaving Sunrise or Sunset.
- c) The cost of providing meals and snacks for Sunrise and Sunset will be included in the fee and any cost increases notified to us by the school caterers will be directly passed on to families.
- d) Children of Stamford Green support staff whose working hours are during Sunrise / Sunset will be entitled to attend the provision for free during their parent / carer's working hours, provided those children are pupils at Stamford Green from YR – Y6.
- e) Other pupils may be offered a free or reduced cost place at Sunrise / Sunset at the discretion of the Headteacher.

## **10. Calculating charges**

- a) When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay, to support those who can't.
- b) Parents who would qualify for support are those who meet the free school meal eligibility criteria.
- c) The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## **11. Arrangements for monitoring and evaluation**

- a) The Resources Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.