



Springfield Primary School CHARGING AND REMISSIONS POLICY

Date agreed by Governors: **Autumn 2016**
Date for renewal: **Autumn 2018**

Purpose

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

The school day is defined as: **8.50am – 3.15pm**

What was consulted?

DfE Guidance

Relationship to other school policies

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

Roles and responsibilities of Head Teacher, other staff and governors

The **Head Teacher** will ensure that the following applies:

During the school day

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 teaching an individual pupil or groups of up to four pupils to play a musical instrument. 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.

Voluntary contributions may be sought for activities during the school day which entail additional costs, such as a class visit or visitor to Springfield to enhance learning.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, dependent on the nature of the activity. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred including insurance, divided by the total number of pupils participating.

There will be no levy on those who can pay to support those who can't.

There is a Pupil Premium budget to cover contributions for children who qualify.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The Finance 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, through the Head Teacher's report.

Signed (on behalf of the Governors):

Date: