Rowlands Gill Primary School

Charging and Remissions Policy

Date Written: October 2023

Ratified by Governors: October 2023

Re-adopted by Governors: September 2026

Next Review Date: September 2027

Policy Review Dates:

Review Date	Changes made	By whom	Date Shared
Oct 2024	Added audit requirement, altered frequency of reporting to governors.	LC	Oct 2024
Oct 2025	No changes		
Sept 2026	Introduction of Targeted FSM classification	WR	Sept 2026

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 balanced curriculum. The policy has been informed by *A Guide to the Law for School Governors*.

The school day is defined as:

8.45am – 3.15pm Early Years & KS1

8.45am – 3.20pm KS2

Roles and Responsibilities

The Headteacher 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 six 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, (e.g. educational visits, visiting theatre companies, etc)

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 will charge for optional, extra activities provided outside of the school day, for example clubs and PTA events. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Residentials

Charges will be made for board, food and activities. Some of the cost of the transport to/from the residential will be met the school.

For pupils in receipt of Targeted Free School Meals, some financial support will be offered by the school to help to meet the costs of a residential trip.

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, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions, fundraising and/or pupil premium.

Parents who would qualify for support are those who meet the criteria for qualifying for Targeted Free Schools Meals.

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

Arrangements for Monitoring and Evaluation

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

For the purposes of LA Audit requirements, this policy is reviewed on an annual basis.