



**Daven  
Primary School**

**Charging and Remissions Policy**

**March 2019**

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# Daven Primary School

## Charging and Remissions Policy

### Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DES guidance

### Definition

The school day is defined as: **8:50 am – 3.20pm Monday – Friday.**

### Responsibilities

The headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy on a 3 year cycle.

### Policy statement

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 and equipment for activities as well as swimming instructors and hire of pool.

Voluntary contributions will be sought for activities during the school day which entail additional costs, for example transport costs.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. ***If insufficient funds are available it maybe necessary to curtail or cancel activities.***

From time to time we may invite a non-school based organisation such as: sports coaches, a visiting drama group or storyteller to arrange an activity during the school day. Such organisations may wish to charge therefore the school may ask for voluntary contributions.

### Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example football club, theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. However the school fund may be used to subsidise activities where the whole school is involved.

## **Residential**

Charges will be made for board and lodging, however no pupil will be prevented from participating because his/her parents cannot meet the entire costs.

Other charges may be made to cover costs, such as transport in certain circumstances. In such cases parents will be told how the charges were calculated, however no pupil will be prevented from participating because his/her parents cannot meet the entire costs.

## **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 or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

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