



King Charles C of E (VC) School

CHARGING AND REMISSIONS POLICY January 2019

Voluntary Contributions

In order to organise activities which enrich and enhance the curriculum and educational experience of children, we invite parents to make a voluntary contribution to cover the costs of that activity. If we do not receive sufficient contributions, we reserve the right to cancel the activity. We do not refuse to include children where parents have not made a voluntary contribution or treat them differently in any way.

We endeavour to keep costs to a minimum and give parents as much information as possible about the costs of an activity.

We do not make charges for any activities associated with the National Curriculum but invite voluntary contributions for the costs.

Activities that take place wholly or mainly out of school hours

Parents will be asked to pay the full cost of an activity unless it is required by the National Curriculum or other legal obligation. In the case of residential experiences parents will be charged.

Calculation of costs and accounting process

In calculating the costs of an activity the teacher in charge will ensure that all components of expenditure are allowed for, including the costs for teachers. Parents shall not be charged at a level intended to subsidise the participation of other children.

The teacher in charge, along with the support from the admin team must be able to demonstrate the basis on which the costings have been calculated prior to receiving approval for the activity.

So far as is practical, payments shall be requested in advance for all charges and voluntary contributions.

All money shall be promptly paid to school by cash, cheque or using the online payment system.

Music Tuition

We do not charge for music lessons, which are part of the National Curriculum. Music lessons organised through Cornwall Music Trust do incur a charge which is paid directly to them. These charges are very competitive and parents in receipt of benefits can claim a reduced payment. We give parents full information about this.

Swimming

Lessons take place in school time and are part of the PE Curriculum. They can be subsidised by the Sports Premium but we welcome voluntary contributions to cover costs of transport, pool hire, lifeguard, tuition and awards.

Ingredients, materials and equipment

The school may invite voluntary contributions towards the costs of ingredients, materials and equipment when necessary.

Breakage, damaged, lost books etc

The school may make charges for breakages, damage to property and lost books.

Recovery of unpaid charges

The procedure for the recovery of unpaid debts is set out in the Scheme of Delegation.

Pupil Premium Funding

For children in receipt of pupil premium funding the Governors have agreed that from January 2017 all residential visits will be subsidised by 10%.

Exceptions

It is the discretion of the Headteacher as to whether any exemptions are made regarding a payment that would usually be expected.

Monitoring and Evaluation

This policy will be monitored by the Business Committee and will be agreed on an annual basis by the Full Governing Board.

This policy was agreed by the Local Advisory Board meeting on Thursday 7th February 2019.

Authorisation:

Position	Name	Signed	Date
Chair of LAB	D Nicoll		7 February 2019