



# POWELL CORDEROY SCHOOL

## CHARGING AND REMISSIONS POLICY

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**Last reviewed:** November 2019

**Due for review:** November 2021

**Owner:** Business Manager

**Reviewed by:** Governors

**Review Status:** 2 years

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

### **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, 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.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials, trips involving travelling to another venue or visitors to school who provide a service.

In these circumstances no individual pupil will be prevented from participating because his/her parents 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 and the activity may be cancelled if sufficient funds cannot be raised.

#### ***Optional activities outside of the school day***

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

#### ***Residential***

Charges will be made for board and lodging. For pupils who meet the current free school meals eligibility criteria, board & lodging may be funded or part funded by the school if the parents request it. Other charges will be made to cover costs where necessary following the same principles as documented above for school activities. In such cases parents will be told how the charges were calculated.

### **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 and fundraising.

Parents who would qualify for support are those who meet the free school meal eligibility criteria.

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