



Kent County Council
Children, Families and Education Directorate

**CHARGING AND REMISSIONS
POLICY STATEMENT**

OF

DOWNS VIEW INFANT SCHOOL

Responsible People named in this Policy

Head Teacher
Chair of Governors

Tracy Kent
Felicity Moore

Date: January 2020

SignedChair

To be updated: January 2022

DOWNNS VIEW INFANT SCHOOL

Charging and Remissions Policy

The Governing Body cannot charge parents and pupils for any activity unless it has drawn up a charging policy. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which mean that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.

The Governing Body must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s).

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such activities are not an essential part of the National Curriculum or religious education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

Chapter 23 of A Guide to the Law for School Governors provides further, detailed guidance on residential and activities provided during school hours by external bodies.

Status Statutory

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 school day is defined as: 8.50 am – 3.00 pm

What was consulted?

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

Relationship to other school policies

The policy complements the school's Equality Scheme and Teaching and Learning policy

Roles and responsibilities of Headteacher, other staff, governors

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 for the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument or to attend some extra-curricular activities led by paid instructors/teachers. Voluntary contributions may be sought for these type of activities during the school day which entail additional costs, although these will be kept to a minimum and wherever possible be budgeted for from the main school budget or by the School's PTA (The Friends).

In these circumstances no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. Pupil premium children will be exempt from this. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place because enough contributions have been made, this will be explained at the planning stage. An activity may be cancelled if the school budget does not compensate for lack of contribution.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example sports clubs run by external organisations. Such activities are not part of the National Curriculum or Religious Education.

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 the school budget, using pupil premium funding when appropriate. (Please see Pupil premium policy for details about which families are exempt from payment).

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 Governing Body will monitor the impact of this policy by receiving on a termly basis, a report on pupil premium, stating those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Date ratified by FGB January 2020