
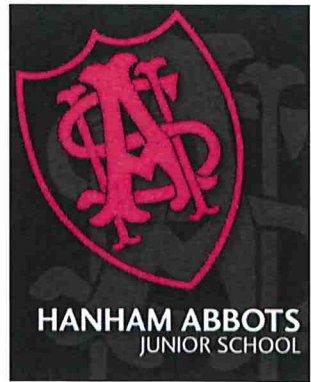




Charging & Remissions Policy

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Signed:  Date: 17th March 2016
(Chairman of Full Governing Body)



Hanham Primary Federation

CHARGING AND REMISSIONS POLICY

POLICY

Sections 109 to 119 of the Education Reform Act 1998 and DfE circular 2/89 set out the law on charging for school activities. The Act charges the Hanham Primary Federation Governing Body with formulating a policy on this issue.

SCHOOL HOURS

The school day at Hanham Abbots Junior School is 08:50am to 15:10pm
Samuel White's Infant School, Year 1 and 2 is 08:55am to 15:10pm
Samuel White's Infant School, Reception Year is 09:00 to 15:10pm

THE EQUALITY ACT 2010

Governors and staff have given careful consideration to the Equality Act 2010 and the nine protected characteristics when formulating this policy. As part of the Public Sector Equality Duty in the exercise of our schools functions we have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010.
- Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it;
- Foster good relations between persons who share a protected characteristic and persons who do not share it.

RATIONALE

The Hanham Primary Federation wishes to provide for all its children, the best possible educational opportunities within the allocated public and private donations received. However, the Hanham Primary Federation recognises the valuable contribution that a range of additional enrichment activities can make toward pupils' academic and social development. Government legislation states that schools may not charge for any activity that takes place during the school day but may ask for voluntary contributions to cover costs involved.

AIMS

- To keep financial contributions to a reasonable minimum
- To ensure that all children are able to take part irrespective of circumstances

GUIDELINES

CONTRIBUTIONS

The Governors reserve the right to make a request for voluntary contributions in the following circumstances for activities organised by the Hanham Primary Federation.

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ACTIVITIES IN SCHOOL HOURS

- School education visits, which provide valuable first-hand experience linked to topic work (including theatre trips). Contributions will cover the cost of transport and entry fee, including for accompanying adults. Parents have the right to know how each trip is funded. This information is provided on request.
- School visits will be arranged on the understanding that if insufficient voluntary contributions are received, the visit may have to be cancelled.
- From time to time children undertake activities such as cooking, woodwork, sewing and pottery, where voluntary contributions would be welcomed to cover the cost of specialist materials. Such voluntary contributions will be requested at the time.
- Educational entertainers (puppeteers, theatre groups, visiting musicians or workshops) are normally funded from the Hanham Primary Federation budgets or School Funds but on

occasions, where these extra activities are arranged, contributions from parents may be requested.

- Children's Christmas party activities and presents are funded from School Fund which receives donations from time to time from the Friends of Hanham Abbots and Friends of Samuel White's, individual parents and profit from some school fundraising activities such as commission from the sale of school photographs.

ACTIVITIES OUTSIDE SCHOOL HOURS

- Charges are made for optional extras falling wholly or mainly out of school hours such as football and tennis clubs.
- All requests for voluntary contributions will be kept to a minimum and subsidised for all pupils from the School Fund if the Primary Headteacher, Infant Headteacher or Junior Headteacher considers the cost to be prohibitive.
- A voluntary contribution towards the cost of lost books and maths homework packs will be requested.

This list is not exhaustive and the Governing Body may from time to time amend the categories of activity for which a contribution may be requested.

RESIDENTIAL ACTIVITIES

- A charge for 'board and lodging' will be made for *all* such activities.
- Residential activities which take place wholly or mainly outside school hours will be organised as 'optional extras'. A charge may include travel costs, board and lodging costs, materials, books, specialist coaching, instruments and other equipment, non-teaching staff costs, entrance fees to museums, castles, theatres etc, insurance costs and teaching staff costs when such staff are engaged on a separate contract for services to provide the optional extra.

DAMAGE OR BREAKAGE

Where, as a result of a pupil's unsatisfactory behaviour, damage to school instruments, fabric, materials or property occurs, a charge will be levied to enable the damage or breakage to be made good.

SUBSIDIES and REMISSIONS

We will subsidise or remit in full or in part the cost of activities for parents where there are financial difficulties which make it difficult for children to take part in particular activities within school hours for which a contribution is requested.

- Every application will be treated in confidence and authorisation of remission will be made by the Primary Headteacher, Infant Headteacher or Junior Headteacher.
- We will make families of children attending the Hanham Primary Federation aware that financial support may be requested from the Samuel White's Education Foundation.
- We will treat all children equally whether voluntary contributions are made or not made.

The Primary Headteacher, Infant Headteacher or Junior Headteacher will consider the following circumstances when offering support:

- family on Income Support
- family in receipt of Child Tax Credits
- pupil eligible for free school meal register

LETTERS TO PARENTS

Whenever an activity or visit is planned, a letter giving details will be sent to the parents/carers of the children concerned requesting permission where children will be off the school site and/or for voluntary contributions where appropriate (see also the Educational Visits Policies).

CONCLUSION

Opportunities to take part in additional activities which enrich the curriculum will be available to all children.

SUCCESS CRITERIA

All children are able to take part in a range of additional activities which extend and enrich the curriculum.