

HAVERSHAM VILLAGE SCHOOL

CHARGING AND REMISSIONS POLICY FOR EDUCATIONAL ACTIVITIES

Introduction

The purpose of this policy is to clarify educational activities which may attract charges from parents both in and out of school hours. The governors of Haversham Village School recognise the valuable contribution that a wide range of educational activities can make towards a child's personal and social development, as well as their learning.

The Headteacher will ensure that staff are familiar with, and correctly apply the policy, which Governors will review annually.

Policy Statement

All activities that take place in the school day that are part of the National Curriculum, as well as the Religious Education curriculum will be provided free of charge.

Voluntary contributions may be asked for activities during the school day that incur additional costs, including planned trips out of school, specific visitors coming into school or other activities that incur a cost to provide. When this happens, no child will be prevented from participating because his / her parents / carers are unable to make a contribution. However, it may be necessary to cancel an activity if sufficient funds are not raised through voluntary contributions.

Charges are made for the following reasons :

- After-school clubs e.g. sports, cookery, music lessons, art and craft
- The cost of ingredients and materials for finished work where parents have indicated that they wish for the finished article to be taken home
- Breakages and damages - The costs of breakages or damages to school property and buildings as a result of their child's misbehaviour
- Books (reading or library books) if lost or damaged

Voluntary contributions

The voluntary contribution is calculated by dividing the cost of the activity and the transport costs by the number of children taking part. For a day visit or activity: 'Parents/pupils are not obliged to make a contribution to the cost of the day visit and pupils will not be excluded through inability or unwillingness to pay. However, the visit can only go ahead if there are sufficient contributions to cover the costs. Parents are therefore invited to make a voluntary contribution to cover the cost, which is worked out per child. Payment can be made in instalments.'

The school will give as much notice as possible to parents and follow best value principles when planning activities that will incur costs to parents/guardians.

If the number of contributions does not fully cover the expenditure required for the visit or activity, then the Headteacher will normally decide that it cannot take place. He/she has the authority to permit the activity to go ahead if they feel it is warranted and will make appropriate arrangements for it to be subsidised from a suitable budget. This will only be in rare circumstances.

For a residential trip

'The charge/cost for a residential trip is made up of a charge for board and lodging activities and transport, which will be made for all parents except where parents receive Income Support, Family Credit, Income Based Job Seekers Allowance or Disability Working Allowance. Requests for remission of all or part of the charge should be made in writing or in person, in confidence to the Headteacher. Evidence may be required.'

Details of the amount being charged for the board and lodging, the activities and transport will be clearly itemised at the planning stage of the trip. However, the visit can only go ahead if there are sufficient contributions to cover all costs. Payments can be made in instalments. If the number of contributions does not fully cover the expenditure required for the visit or activity, then the Headteacher will normally decide that it cannot take place. He/she has the authority to permit the activity to go ahead if they feel it is warranted and will make appropriate arrangements for it to be subsidised from a suitable budget. This will only be in rare circumstances. The Headteacher will not agree to subsidise the cost of a trip if it is judged that this would be an inappropriate use of public or other funds. The School Fund or Pupil Premium may help specific cases of hardship, at the discretion of the Headteacher and Chair of Governors.

