**Grove Vale Primary School**

**CHARGING AND REMISSION POLICY**

**1. Introduction**

**1.1 This policy has been complied in line with the DFE – Department for Education requirements and in accordance with section 449-462 of the Education Act 1996.**

**1.2 The Governing Body understands the importance and value of offering pupils with a wide range of activities to support education and the growth of all pupils as a whole.**

**1.3 The activities offered by the school may be as part of the curriculum, giving pupils extra understanding of their studies, or as an optional extra.**

**1.4 The Head Teacher has the responsibility of monitoring and evaluating this charging policy and ensuring the Governing Body are given annual financial information as part of the annual reconciliation of the school fund.**

**2. Education**

**2.1 There will be no charge for education during school hours. Education includes the supply of any materials, books, instruments or other equipment. There is no charge for any activity undertaken as part of the National Curriculum with the exception of group or individual music tuition.**

**3. Voluntary Contributions**

**3.1 The school will request, from parents, voluntary contributions to cover the cost of activities in or out of school hours when a compulsory charge cannot be made.**

**3.2 All children will take part in the activity regardless of contributions being made. Parents will be made aware that unless enough voluntary contributions are received the trip may not go ahead, depending on the amount of money available in school fund to cover the shortfall.**

**3.3 All children irrespective of their financial position will be given the opportunity to take part in educational activities.**

**3.4 The Headteacher will make the decision as to whether a trip can be totally funded by the school or contributions sought to cover costs.**

**3.5 There is no limit on the amount of voluntary contribution sought.**

**3.6 Parents will be given the opportunity to pay in installments if they wish to pay this way.**

**4. School Trips/Visits**

**4.1 Parents will be given information in advance on the planned trips, where possible, for the whole academic year.**

**4.2 All trip letters will state information on the cost per child. An explanatory note will be included explaining the reason for the trip (educational/non educational) and whether a contribution is needed to cover the cost of the trip. It will clearly state that the trip may be cancelled dependent on the level of contributions received.**

**4.3 Refunds – Where possible refunds will be made for absent pupils, but not where the school has already made a financial commitment.**

**4.4 Parents of pupils receiving a Free School Meal can request a packed lunch – this should be requested at the time of signing the trip forms to allow adequate time for this to be arranged.**

**5. Residential Visits**

**5.1 The school will charge for: Board & Lodgings**

 **Any curriculum activity outside of school hrs**

 **Non-curriculum activity**

 **\* Travel cost would be in the form of a voluntary contribution.**

**A breakdown of cost will enable parents to see what costs are payable and the voluntary contributions that they may wish to add to the charges.**

**Parents will also be informed that the trip will only go ahead if enough money is collected to cover the trip – dependent on the schools funds at that particular time.**

**5.2 The cost charged will not exceed the cost of the visit.**

**5.3 Pupils with parents in receipt of the following will not pay for Board and Lodgings.**

**Income Support**

**Income Based Jobseekers Allowance**

**Child Tax Credit (without Working Tax Credit) and award allowance income does not exceed £16,190 (Financial Year 2016/17)**

**Support under part VI of the Immigration & Asylum Act 1999.**

**The guarantee element of State Pension Credit**

**Income-related Employment and Support Allowance**

**5.4 All pupils interested in taking part in residential trips will be given payment booklets to enable payments to be made by installments.**

**6. Music Tuition**

**6.1 All children studying music, as part of their normal school curriculum, will not be charged.**

**6.2 Charges will be made for individual or group music tuition that is not part of their curriculum.**

**6.3 Current charges for music tuition are £50 per term (Grove Vale). There is no refund for missed lessons. There is a subsidy of 50% for children linked to pupil premium.**

**6.4 Where a child begins music tuition after the beginning of a term the cost will be calculated to reflect the amount of weeks left within the term.**

**7. Ingredients/Materials/Equipment**

**7.1 Contributions may be sought for goods/materials/ingredients purchased for items the children may wish to own, such as ‘Enterprise Week’. Goods are normally purchased through the budget for the subject/curriculum being taught.**

**8. Theatre Groups/Visitors**

**8.1 Parents will be asked for contributions towards the cost of performances etc. No child will be discriminated against for non-contribution.**

**8.2 The school will fund the entire cost where possible.**

**9. Optional Extra Curricular Clubs**

**9.1 Activities after school, provided by outside providers, will be charged for. This will be through parental choice, with full details of the club and payment set out within a letter. This will enable parents to make an informative decision about the club.**

**9.2 Activities after school provided by the school, such as Gardening Club etc, will not be charged.**

**9.3 Some goods will be sold through the school for the purposes of fundraising. This maybe for the PFA or various charities – the school will make no profit from such activities.**

**9.4 The PA intensively fundraises for the benefit of the pupils. All funds raised are used to benefit the school pupils and no money is banked into the school budget or school fund.**

**10. Pupil Premium**

**10.1 Pupil premium is money allocated to the school based on the number of pupils receiving Free School Meals.**

**10.2 The school uses this money to allow families, who are within this category, to gain extra support. This support may be in the form of class interventions, for individual students, or for payment of school trips etc.**

**10.3 The school also uses this money to support all pupils. This may be through the subsidising of trips/theatre groups or funding for an entire trip/activity.**

**10.4 The Headteacher, Resources and Staffing Committee and Governing Body will decide how ‘Pupil Premium’ will be used to benefit all pupils, and in particularly Free School Meals Pupils, on an annual basis dependent on the allocation for a particular year. All pupil premium information will be published, and updated at intervals, on the school website**

**The Head Teacher and Governing Body may amend this policy from time to time if it is felt necessary.**

**Signed Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chair of Governor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Review Date: February 2020**