



## **SIR JOHN BARROW SCHOOL**

### **CHARGING and REMISSIONS POLICY**

The purpose of this 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 8.50am – 12 noon

1.10pm – 3.15pm

This policy has been informed by the Cumbria Children's Services Directorate advice issued in January 2009.

#### **Activities during the school day**

All activities that relate to 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.

All pupils study music as part of the National Curriculum and no charge is made for this. However, charges are made for individual music tuition that is not part of the National Curriculum or a public examination syllabus being followed by the pupil. Parents/carers will be provided with information about the charges for individual music tuition at the start of each academic year.

#### **Voluntary contributions**

The school invites parents/carers to make voluntary contributions for the benefit of the school or any school activities during the school day that entail additional costs over and above the normal day to day expenditure. However, no child will be excluded from these activities because his or her parents/carers cannot contribute or are unwilling to contribute. If the school does not receive sufficient voluntary contributions we may cancel an activity. If the activity cannot be funded without a voluntary contribution, the governing body or headteacher will make this clear to parents/carers at the outset.

Examples of activities for which voluntary contributions may be sought include:

- Museum visits
- Visits to historical sites
- Theatre visits
- swimming

From time to time we may invite a non-school organisation such as 'M&M Productions' to arrange an activity during the school day. Such organisations may wish to charge parents/carers, who may, if they wish ask the headteacher to agree to their child not participating in the activity. Alternative provision will be made.

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

We will charge for optional, extra activities provided outside of the school day. Such activities include karate and football coaching where the supervision and/or coaching is provided by qualified personnel who are not part of school staff.

## **Residential Activities**

The school arranges residential visits that fall largely in school time and which relate directly to the National Curriculum. We do not charge for the education or costs of travel for these visits.

Charges **will** be made for board and lodging, except for pupils whose parents/carers are in receipt of Income Support, Income based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions) Guarantee element of State Pension Credit and an income related employment and support allowance.

In order to make up any shortfall in overall charges by the residential provider e.g. tuition, parents/carers will be asked to make a voluntary contribution. No child will be denied the opportunity of attending a residential if the parents/carers do not wish to or cannot contribute voluntarily, however it is possible that unless sufficient voluntary contributions are received to cover the cost, the experience will not go ahead.

## **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/carers who would qualify for support are those who are in receipt of Income Support, Income based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions) Guarantee element of State Pension Credit and an income related employment and support allowance.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

## **Arrangements for monitoring and evaluation**

The Finance Committee of the governing body will monitor the impact of this policy by receiving, on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Signed: Miss H Pemberton  
Mrs J Heffernan (Chair of Governors)

Reviewed: February 2018

Next Review: February 2020

Approved by Finance, Buildings and Personnel Committee meeting on 05.03.2018.