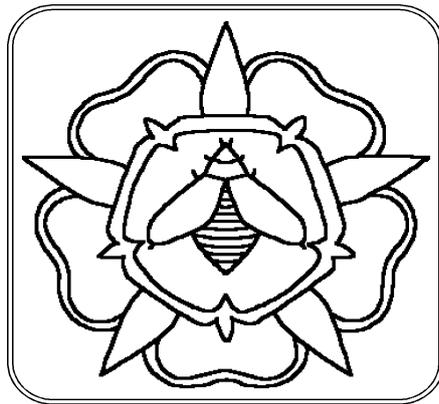


Round Hill Primary School



CHARGING AND REMISSIONS POLICY (PUPILS' ACTIVITIES)

Date of review	Spring 2014
Signed	
Chair of F&GP	
Head Teacher	
Date	
Next Review	Spring 2015

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Introduction

This policy serves as the Round Hill Governing Body's agreed position on the use of charges and voluntary contributions to parents/carers for activities related to pupils' participation in activities throughout the school.

The Finance and General Purposes (F&GP) committee will receive an annual report on the implementation of this policy and the policy will be reviewed every two years; its monitoring and review are the responsibility of the F&GP committee. The review should include stakeholder feedback.

The day-to-day operations connected to charging are the responsibility of the school's Business Manager.

The Head, Deputy or School Business Manager may seek guidance from more detailed documentation (DfE or local authority) or directly from local authority staff in cases where the policy does not cover a particular situation. The Head or his representative should then present a recommendation to the next F&GP committee.

If an urgent decision is needed, the Chair of F&GP should be consulted and report back on the decision made to the next scheduled committee meeting.

The policy should be read in conjunction with latest national and/or local guidance, from the Department for Education and/or Nottinghamshire local authority. The DfE and local authority documentation is more comprehensive than the following policy statement and should be treated as more authoritative, in cases of challenge or where more detail is required.

Purpose and scope of the policy

The purpose of the charging policy is to offer broad principles to support the school's staff in operational decision-making, e.g. around where charging and/or requests for voluntary contributions may or should not be made.

The scope of the policy does **not** include the "wrap-around" provision offered on the school's site, provided by Roundabout. Roundabout is a separate organization, distinct from the school and not accountable to the school or its governing body. The scope also excludes any holiday clubs/schemes which use the school as a venue.

Audience

This policy is owned by Round Hill's Governing Body, which delegates its review to its Finance & General Purposes committee.

The policy is available on the school website. Its principal audience is parents and potential parents of children at Round Hill.

Policy statement

Round Hill school supports the principle of the right of its pupils to free access to an outstanding education. We believe that pupils should not be excluded from participation in activities and so charging will ordinarily not apply to pupils where one or both parents/carers are in receipt of Free School Meals, income support or family credit. No pupils will be excluded from activities should their parents/carers not be in a position to make any requested voluntary contributions.

In line with DfE guidance¹ (November 2013) and local authority guidance, school staff may introduce charging for a number of activities. These include the following:

- Musical instrument lessons, where parents have requested the tuition
- Residential activities, where board and lodging elements may be charged

Activities not normally bearing charges:

The school would not normally charge for participation in the following, when they are run by school staff

- Sports activities, including class swimming lessons in Y3 and Y5
- Drama/musical productions, including school choirs, orchestra
- Lunch-time clubs
- Year 2 camp

Voluntary contributions:

When organizing educational activities, the school will seek to keep costs to a minimum. However for certain activities to be viable, the school may ask parents to make a voluntary contribution towards the expense incurred. Should insufficient contributions be made, the school may cancel the activity. This will be a last resort, and school staff will explore options to reduce costs or cross-subsidise from other budget areas before cancelling activities.

Any surplus made from voluntary contributions to a particular activity will ordinarily be retained within the school's general fund to support future activities. Under certain circumstances, and at the head teacher's sole discretion, refunds or partial refunds of voluntary contributions may be made, e.g. should a pupil be absent on the day of the activity.

Voluntary contributions may be sought for the following types of activities:

- Transport and admission charges for curriculum enhancement activities, e.g. visits to:
 - Warwick Castle
 - National Space Centre, Leicester
- Ingredients/materials for technology activities
 - Cookery

¹ <http://www.education.gov.uk/schools/adminandfinance/financialmanagement/goodpractice/f00213976/school-charging>