

Flushing Church of England Primary School CHARGING AND REMISSIONS POLICY

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a pupil's education and wishes to promote such activities as part of a broad and balanced curriculum for the students of the school.

Activities Which Take Place Within School Hours

1. Activities offered during school hours as part of the curriculum shall be available to all students.
2. Parents will not be charged for educational activities which occur during school hours, but may be asked to make a voluntary contribution sufficient to meet the costs of the activity.
3. A student's participation in an activity will not be affected by her/his parent's willingness or ability to make a contribution.
4. It will be made clear that if insufficient voluntary contributions are received the activity may not be financially viable and will be cancelled.

Activities Wholly or Mainly out of School Hours

1. Parents will be asked to pay the full cost of an activity unless it is essential to the requirements of the National Curriculum or other legal obligation.
2. In the case of residential experiences, such as fieldwork, parents will be charged for transport, activities, board and lodgings.

Calculation of Costs and Accounting Process

1. In calculating the costs of an activity the teacher in charge will ensure that all components of expenditure are allowed for, including the costs for teachers and any supply teaching costs.
2. Parents shall not be charged at a level intended to subsidise the participation of other children.
3. There must be no net costs to the school unless explicitly agreed in advance by the Headteacher.
4. The teacher in charge must be able to demonstrate the basis on which costings have been done prior to receiving approval for the activity.
5. So far as is practicable, payments in advance shall be requested for all charges and voluntary contributions.
6. All money shall be promptly paid to staff in the School Office.

Charges for Instrumental Music Tuition

Charges and collection of fees are now handled by the Cornwall Music Trust.

Free lessons from the Music Trust are available to families on Income Support and there is 50% subsidy for Disability Allowance.

Lessons missed due to the unavailability of the teacher will either be made up during spare weeks or a double lesson/2 lessons in a week or a credit for the next term. This is organized by the Music Trust.

Charges for Childcare (Thumbs Up Club)

A charge will be made for the time a child spends in Thumbs Up Club. Late collection fees can be charged for repeated late collections after a written warning has been given by the head teacher (amount is detailed in the TUC policy document). All payments must be kept up to date, and a booking will be refused if more than 5 days arrears occur.

Parents can claim support for payment of fees through a variety of funds e.g. student finance or tax credits.

Financial Hardship and Remission of Charges for residentials

Where a charge is to be made for residentials and parents express hardship in paying, it will be left to the discretion of the headteacher to use funds from the Private Fund to subsidise up to 50% of the cost of the trip. The decision will be based upon the needs of the child and receipt of evidence of inability to pay the full cost.

The initial letter for the residential will carry the cancellation policy, which parents sign and agree to. The school may also decide to use Pupil Premium, on a trip by trip basis to support FSM to attend residentials.

Ingredients, Materials and Equipment

The school may invite voluntary contributions towards the costs of ingredients, materials and equipment (or provision of resources) where parents have expressed the wish in advance to have the finished product. For after school clubs, parents need to provide or pay for the ingredients of the product.

Breakage, Damage, etc.

The school may make charges for breakages and damage to property.

Recovery of Unpaid Charges

The procedure for the recovery of unpaid debts is set out in the school's Scheme of Financial Management.

General

The Governors will not make provision for costs incurred by the children of parents who are unable or unwilling to make a voluntary contribution other than occasions when the activity is seen as part of the curriculum and not covered by voluntary contributions.

Monitoring and Evaluation

This policy will be monitored by the Premises and Finance committee and will be reviewed according to the policy document cycle.

Signed.....Date.....