



Abbots Langley School

Excellence, learning, knowledge and skills

Abbots Langley School

Charging and Remissions Policy

This policy will be reviewed in full by the Governing Body on a bi-annual basis.

This policy was reviewed and updated in January 2016

Next review date: **January 2018**

Introduction

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum in line with the vision, aims and values of the school.

The policy has been informed by ‘A guide to the Law for School Governors’ and local authority guidance on charging for school activities.

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge; excluding swimming.

The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs, day trips, and residential experiences can make towards the children’s academic, personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional optional activities.

During School Hours

In the event of activities organised by the school during school hours, parents may be expected to pay for the following:

- Individual or group music tuition
- Theatre and concert visits
- Visits by authors, poets, environmentalists and other experts who come into the school to extend children’s knowledge and experience.
- Swimming tuition
- The board and lodging element of all residential visits
- Activities arranged by a third party such as a travel agent or tour company.

Outside School Hours

The full cost will be charged to each child of activities deemed to be optional extras taking place outside schools hours, such as:



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- Theatre and concert visits
- Breakfast Club
- After School Club

Charges may be made for optional courses or activities which fall wholly or mainly outside school hours. This will not include any activity which is required by the National Curriculum or to fulfil statutory duties relating to Religious Education. Charges made for such activities may include an element for:

- pupils' travel costs
- pupils' board and lodging costs
- materials, books, instruments or other equipment
- non-teaching staff
- entrance fees to museums, theatres etc
- insurance costs.

Charging in Kind

The Governing Body may charge for ingredients and materials or require them to be provided if parents have indicated in advance that they wish to own the finished product. The Governing Body may also charge for the cost of repair or replacement of items willfully damaged or loaned and subsequently damaged or lost.

Refunds

Refunds will only be granted subject to extenuating circumstances and as agreed by the Headteacher. Missing a pre-booked Breakfast Club or After School Club session will incur a charge for the session fee. After School Club is completely separate from school and as such will deal with any missed sessions directly with parents.

Voluntary Contributions

The school may seek voluntary contributions for activities falling outside those described where charges may be made. The following principles apply:

- such contributions are voluntary
- pupils will not be treated differently according to whether parents have made a contribution
- an activity may not take place if there is insufficient financial support.

School journeys and day trips therefore only operate if parents provide the voluntary contribution suggested by the school.



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Children receiving Free School Meals will still be encouraged to contribute any amount that is manageable, however, if parents/carers are not able to contribute, school will use the Pupil Premium money to support the cost.

If only some are prepared to do this and the school considers that insufficient funds are available to make the proposed activity viable, then in the interests of fairness amongst all children, the school journey, day trip or visit will be cancelled.

The following standard paragraph will be appended to all letters to parents where voluntary contributions are applicable.

“It is necessary to ask for voluntary contributions for this activity to take place. There is no obligation to contribute but it will be necessary to have substantial voluntary contributions in order that the activity may take place. If we do not receive sufficient voluntary contributions, in fairness to all, the activity will not go ahead for any of the children.”

The Governing Body looks forward to the support, understanding and generosity of parents.

Since the introduction of The School Gateway, as a means of online payment, the school can add an amount varying from 32p to 2% of the transaction amount, whichever is greater, to the cost of trips to cover the transaction charged by The School Gateway.

The Governing Body reserves the right from time to time to amend the categories of activities for which a voluntary contribution or charge is made.

Remissions

Some parents/carers may be entitled to remission of charges for their child/children.

The following contact details are to be used to check.

0300 123 4048

The Headteacher and governors will consider sympathetically cases of genuine need seeking help with these charges and will endeavour to remit those they feel are necessary from the school's budget or an alternative source. Any discussions with parents, or decisions made, will be confidential.