

**Policy on Charging and Remission of Charges for School Activities**

The Education Act (1996) set out the law on charging for school activities.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

**Activities for which there is no charge:**

1. There is no charge for admitting pupils to school or for education within the school day.
2. There is no charge for school time activities, but parents may be invited to make a voluntary contribution to provide these activities and be shown the level of contribution suggested.
3. No pupil will be excluded from an activity if his or her parents cannot or will not make a contribution of any kind. The school reserves the right to cancel an activity if insufficient donations are received.
4. The school may decide to support an activity from general funds or specific fundraising events.
5. Activities within or outside the school day that are supported by grants or subsidies.

**Activities and services that can be charged for:**

1. A voluntary contribution can be requested for all class trips organised by the school. If these contributions do not cover the cost of the trip, the school reserves the right to cancel the outing.
2. A voluntary contribution can be requested for snack items and milk. This is done on an annual basis.
3. Activities outside school hours.
4. The cost of, or a contribution towards, any equipment where its damage or loss is caused by a pupil's behaviour. This will be at the discretion of the Headteacher.
5. The cost of providing photocopies of full OFSTED reports or similar documents.

**General**

The Governing Body may, from time to time amend the categories of activity for which a charge is made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for the pupils. Voluntary contributions will be sought for activities during school time when the cost of these activities is not met by the Local Authority or other official sources. If the contributions received do not cover the cost of arranging the activity it may have to be cancelled. Failure to contribute, however, would not in itself prevent a pupil from participating in an activity.

**Remissions**

Any charge may be remitted in full if the family is in receipt of family credit or income support. Each application for remission of charges will be considered carefully and in strictest confidence. Parents should discuss this matter with the Headteacher. The Headteacher will report the cost of meeting applications for remission of charges to the Governors at regular intervals.

**Review**

The Governors will review this policy on an annual basis. This responsibility is delegated in the first instance to the Finance & General Purposes Committee.