

St Giles School

Charging and Remissions Policy

Signed



Chair of IEB



Interim Executive Head Teacher

Date of Adoption: *01/11/2018* (Autumn 2018)

Due Review Date: Autumn 2020



'No dreams are out of reach'

In order to reach our dreams
we must have:

- Determination** – We know what we need to do to succeed
- Resilience** – If at first we don't succeed, we try again
- Enthusiasm** – We must want to learn and enjoy learning
- Aspirations** – We must never lose the ambition to achieve high
- Motivation** – We need you to believe that we can do it and encourage us
- Success** – we want you to celebrate our achievements however small they might be



CHARGING AND REMISSIONS POLICY

EDUCATION DURING SCHOOL HOURS

1. **EDUCATION DURING SCHOOL HOURS** The Governors will not charge for admission to the school, all pupils/students are admitted to the school by the Local Authority. Each student has an Education, Health and Care Plan which is prepared by the Local Authority and actioned by the school. All materials, equipment and transport provided within school hours by the school, as timetable activities are free to all pupils/students.
2. **INDIVIDUAL INSTRUMENTAL TUITION** Charges will be made to parents/carers for any individual or group of pupils/students who are taught to play a musical instrument if this tuition is not an essential part of National Curriculum or set examination work.
3. **VOLUNTARY CONTRIBUTIONS** Parents/carers will be invited to make voluntary contributions to make school funds go further. Parents/carers will be informed at the planning stage of the likelihood of any planned activity not taking place should school funds with voluntary contributions not meet the cost of such an activity. No pupil/student will be left out of an activity because their parents/carers cannot make a voluntary contribution.
4. **ACTIVITIES NOT RUN BY THE SCHOOL OR LOCAL AUTHORITY** When a non-school organisation arranges an activity to take place during school hours and parents/carers want their child to take part, such organisation may charge the parent/carer. Parents/carers must then ask for the school to agree to their child being absent. The Governing Body empowers the Head to determine whether this leave will be granted.

EDUCATION OUTSIDE OF SCHOOL HOURS

1. **EDUCATION OUTSIDE OF SCHOOL HOURS** Parents/carers will only be charged for activities that happen outside of school hours when they are not a necessary part of the National Curriculum or Religious Education. No charges will be made for essential set examination work or which is part of a syllabus. Charges will be made for other activities that happen outside of school hours if parents/carers agree to pay. This will be in line with the Education Reform Act (1988). Charges will be made to parents/carers for extending the school day in line with the real costs encountered.
2. **SCHOOL MINIBUSES** Only the school's pupils/students, staff or parents/carers may travel on the school's minibuses. The school will not charge for any cross-site travel or travel between educational establishments where courses are planned by the school and form part of a timetabled day. Charges will be made for school visits (extended or day visits) which will be costed to recover the cost of any journey undertaken in line with insurance/driver conditions.

3. SALE OF PRODUCED FOOD – SCHOOL CATERING Charges will be made for the sale of food. These charges will reflect the cost of produce plus catering staff costs and energy will allow for a small profit commensurate with the market of the day.

These will include the following:

- I. Goods made for resale to staff, for example: quiches, cakes, apple pies etc.
- II. Staff lunches.
- III. Pre-ordered catering for external events.

All profit shall be made over to the school budget share. Goods made for catering events held in school and pre-ordered by groups using the school for meetings will be funded from the budget share.

REMISSIONS

1. Parents/carers in receipt of certain benefits will have the right to claim free activities. Please contact the school office to discuss this matter. EXCEPTIONS There may be circumstances where we will make an exception on a payment that we would normally expect to receive under this policy. This is at the Head Teachers discretion.