Alfriston School

Charging & Remissions Policy

Reviewed: Jan 2022
Next Review: Jan 2023

Policy for Charging for School Activities

Introduction
The School recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

The School promotes and provides such activities both as part of a broad and balanced curriculum for the pupils of the school and as optional activities.

This policy has been drawn up in line with sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England.

Charges
The School is authorised by the Governing Board to make a charge in the following circumstances for activities organised by the school:

- Board and lodging for a child on a residential trip.

- Any materials, books, instruments or equipment where the child's parent wishes them to own them.

- Individual Instrumental Tuition:
  The cost of vocal or instrumental tuition provided the tuition is provided at the request of the pupil's parent.

- Activities Outside School Hours:
  The full cost to each pupil of activities taking place outside school hours and deemed to be optional extras.

- Charging In Kind:
  The cost of materials and ingredients (or the provision of them by parents) for cookery and craftwork, if the parents have indicated that they wish to own the finished product **in advance.**

- General:
  The Governing Board may, from time to time, amend the categories for which a charge may be made.

Nothing in this policy statement precludes the Governing Board from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Remissions
Where the parents have a level of income which means the pupil is entitled to free school meals, the School can remit, in full, the cost of board and lodging for any residential activity that it organises for the pupil. The headteacher must make relevant parents aware that such a remittance is available.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. The Governors will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made in part or in full by the Headteacher in consultation with the Chair of Governors.

Voluntary Contributions
The Governing Board authorises the Headteacher to request voluntary contributions as follows:-

Charitable donations
The headteacher may request donations to charitable causes up to £5. The wording should be as follows: We are requesting donations of (insert amount) to support the work of (insert name of charity).

School Trips
All costs relating to school trips including transport to and from the location.

Other activities in school time
An amount (up to but not exceeding £20) to cover but not exceed the cost of the activity divided equally between the children who are to participate.

Please note (for all of the above)
There is no obligation for parents to make a contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled

If such an activity cannot proceed without sufficient voluntary contribution the school will make this clear in the initial request to parents.

Optional Activities Outside the School Day
The school will charge for optional, extra clubs and activities outside the school day, for example clubs, theatre trips etc. The school will make every effort to ensure all children have the chance to participate and will consider offering financial assistance where cost is an obstacle to this.

Damage to property and breakages
Where school property has been willfully or recklessly damaged by a student the school may charge those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.