

Dinting Church of England Voluntary Aided Primary School

Charging and Remissions Policy

Policy No: 10

Any charges made by the school meet the requirements of the Education Reform Act 1988. No pupil will have access to the curriculum denied through financial constraints.

Aim

To enable all pupils to have access to a wide programme of educational visits, trips and activities within the framework of a fair system of charging.

Practice

Charges will not be made for any trip or activity which forms an essential part of the National Curriculum or is required by a public examination syllabus

Instrumental music lessons are a contract between individual parents and the instrumental teacher. Charges apply to these lessons. Voluntary contributions may be asked for group music tuition from outside companies.

Voluntary contributions may be asked for trips which take place mainly within school time. No pupil will be excluded if they cannot pay but the school reserves the right to cancel any trip if insufficient monies are collected to make it financially viable.

Where a significant proportion of a trip takes place out of school time a charge will be made e.g. Residential Visit. The cost of board, lodging, entrance fees, travel and other sundry expenses on residential trips will be charged.

In practical subjects, parents may be asked to fund the cost of materials, ingredients and if such a contribution is made they will be entitled to keep the finished product

Parents will be charged for any loss of, or damage to, school property caused through the misconduct of their children

The school endeavours to maintain a small fund to assist pupils who cannot take part in an activity for financial reasons and will also provide the facility for parents to pay large amounts in instalments

Financial assistance

School funds permitting, the school will make a contribution towards the cost of essential support, essential equipment or activities for which a charge is levied by the school, if:

- A formal application is made by a parent or guardian
- The support, equipment or activity is not intended to be funded from another source
- The family is experiencing financial hardship and/or social difficulties that would otherwise prevent the child from taking part in that activity
- The maximum financial assistance provided by the school will not be greater than the full cost

Applicants in receipt of Income Support, income-based Jobseeker's, Working Families Tax Credit, Housing Benefit, Council Tax Benefit or Disabled Persons Tax Credit will be eligible to apply for the maximum financial assistance. Other applicants will be financially assessed to determine an appropriate amount of assistance and must provide sufficient financial information

Requests for financial assistance should be sent to the Headteacher. The Headteacher may also apply financial assistance where she completes the formal application. The amount and date of the financial assistance will be reported to the Resource Management Committee.

The school reserves the right to reduce or refuse financial assistance if insufficient or misleading information is provided or if the school has insufficient funds to cover the assessed amount

The School Business Officer is responsible for maintaining strict confidentiality of all records relating to financial assistance.

Photocopying

A standard charge will be made of 5p per copy (A4 Black and White) for all non-school copying.

July 2010	Review and Approved
November 2010	Review and Approved
October 2011	Review and Approved
October 2012	Policy Changed removal of logging private phone calls. Approved
October 2013	Review and Approved
October 2014	Review and Approved
October 2015	Review and Approved
September 2016	Policy Reviewed and Updated