

CHARGING & REMISSIONS POLICY

Purpose

This policy is intended to record the procedures with regard to the charging for and remission of charges for school activities to enable pupils to continue to enjoy the benefits of organised and educationally inspiring experiences beyond the classroom. We aim to provide an enriched education that enables all of our pupils to participate in activities funded by voluntary contributions that should not be restricted to those able to pay.

Charging for school activities

The governing body has agreed that charges for activities should be made as follows:

1. Education during schools hours should be mainly free of charge - but to enable activities to take place we will seek voluntary contributions for activities that are intended to enhance learning opportunities.
2. There may be occasions when an external agency arranges an activity to take place during school hours in which case charges can be made as required by the external agency to cover the cost of the activity.
3. Parents are not required to pay for or supply materials, books or equipment for use in school time. Contributions on a voluntary basis would be expected for charges to cover ingredients etc.
4. No charge may be made for educational or associated incidentals provided inside or outside of school time where it is required as part of the syllabus for a prescribed public examination or to fulfil statutory duties in relation to the national curriculum for religious education.
5. In the case of a non-residential school activity no charges can be made if the activity is organised by the school however voluntary contributions can be sought.
6. In the case of a residential activity organised by the school only charges for board and lodging may be made BUT appropriate remissions must be applied.
7. A charge may be levied for some after-school clubs held at Northway to cover running costs and equipment.

Voluntary contributions

Voluntary contributions will be requested from parents for various school time activities and resources. Where these requests are made it will be clearly stated that the contributions are voluntary and no child will be treated any differently according to whether their parents pay or not.

Where an activity will not be able to take place without sufficient funds being collected, this will be clearly explained. It is recognised that in some cases this could lead to an activity being cancelled.

Other Charges

The school will charge for school meals where parents/carers do not meet the criteria for student free school meals. The charge is set by Barnet catering service.

Parents/Carers can pay daily, weekly or half termly. Half termly dinner money reminders will be sent to parents.

Parents/Carers will be asked to pay a voluntary contribution of £5 per half term to cover the cost of food technology ingredients.

On the rare occasions where pupils *wilfully* damage school fixtures/fittings or equipment, parents/carers may be asked to contribute to repairing damages or replacing equipment. Staff will need to be mindful of behaviour management guidance in assessing whether or not the action was wilful.

Responsibilities

- Teachers organising activities will be responsible for planning and establishing the lowest possible charge/contribution necessary to fund activities.
- Activities will need to be planned well in advance so that the financial and educational implications can be properly addressed.
- Parents will be given the option to pay in instalments to ease the financial burden.
- Where applicable and with approval of the Head teacher, teachers will make applications for supplementary funding from the schools charity "Friends of Northway"
- Monies collected will be given to the School Bursar to pay into the schools main account. On occasions where cheques are returned by the bank, the School Bursar will ensure the school contacts parents/carers to request a payment in cash to prevent further bank charges. If excess funds have been collected and the balance of the activity is in credit, the School Bursar will reimburse parents/carers by school cheque. If the excess amount is less than £1 per person, the School Bursar will ask parents if they would like to donate the excess to school funds.
- The Head Teacher will present any funding requests to subsidise activities to Friends of Northway.

This policy should be reviewed in the Summer Term 2018.