



# South Haringay School

## Charging and Remissions Policy

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**Member of staff responsible: Ian Scotchbrook**

**Date approved by Governing Body: October 2016**

**Date to be reviewed: Autumn term 2017**

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### **Introduction**

South Haringay School provides free education during school hours for all children in years N - 6 inclusive. This includes material, equipment and any transport provided to carry pupils between the school and an activity. 'School hours' are those when the school is in session and do not include the break in the middle of the school day.

### **Education out of school hours**

Parents/carers may be charged for activities which happen outside school hours when these activities are not part of the national curriculum or do not form part of the school's basic curriculum for religious education. No charge is made for activities which are an essential part of the syllabus for an approved examination.

The Governors may decide that charges may be made for other activities which happen outside school hours if the parents/carers agree to pay. These are described as 'optional extras'.

### **Residential Activities**

In Year 6 pupils take part in a residential visit and parents are charged for the cost of this in advance. This is a voluntary contribution, however residential trips cannot go ahead if a significant number of pupils do not contribute. A reduced rate is negotiated for children in receipt of Free School Meals.

### **Musical Instrument Tuition**

Charges can be made for teaching a musical instrument either to an individual pupil or groups of up to four pupils if the teaching is provided as an optional extra to the learning of guitars and violins we provide to all children in year 4.

### **Public Examinations**

No charge is made for entering children for public examinations e.g. SATs. Pupils must be entered for examinations for which they have been prepared unless the Headteacher thinks there are educational reasons for not entering the pupil. When children are not entered the Headteacher will inform the governing body.

### **Activities not run by the school or LA (extended school provision)**

The school may arrange for activities to take place outside normal school hours i.e. 'optional extras'. Depending on the partner providing these activities there may be a small charge to cover the cost of the provider and/or materials required for the activity. The school will ensure the parents/carers are made aware of any charge.



## **Voluntary contributions**

All requests to parents for voluntary contributions (in cash or in kind) must make it quite clear that the contribution would be voluntary. Children whose parents/carers do not contribute will not be treated any differently. If a particular activity cannot take place without some help this should be explained at the planning stage.

If there are not enough voluntary contributions to make an activity viable the activity may be cancelled.

## **Charging policy**

The total charges made for any activity will not exceed the actual cost of the activity. If further funds are needed, e.g. to help with hardship cases, this must be by fund-raising or voluntary contribution.

The charge may include an allowance for the costs of the teacher/instructor from the school who supervises the activity but only if those teachers have been given a separate contract to provide the optional extra. This need not be a formal contract. A simple letter is sufficient asking for the service to be provided.

In the event that the school commissions an external provider the school will endeavour to ensure that provider subsidizes an agreed number of places for children in receipt of Free School Meals.

## **Children picked up late after school**

Under Section 457 of the Education Act 1996 and relevant Regulations the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity.

The governing body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and also when those times are varied for a specific event or date.

The school reserves the right to charge parents/carers for the cost of child care if their child is not picked up within 15 minutes of the end of the school day. The governors have set this rate at £50 per day. A charge will not be made until both a verbal and written warning have been given.