

Spires Federation

Digby Church of England, Dunston St Peter's Church of England &
Nocton Community Primary Schools

Executive Headteacher: Mr G Boyall

CHARGING AND REMISSIONS POLICY

Our Core Values are: Friendship, Respect and Honesty

Our Mission:

The Spires Federation family of small schools is committed to excellence. We hope to inspire all of our pupils to enjoy learning, make outstanding progress and achieve their full potential.

Our Aims:

- We will provide our pupils with a solid foundation of essential knowledge and skills.
- We will develop our pupils' social, spiritual, moral and cultural values to help them fulfil their potential.
- We will provide the widest possible range of experiences for all of our pupils.
- We will nurture and develop the strong relationships between the schools and their wider communities.
- At Digby and Dunston, as Church of England schools, we believe that every pupil is unique in the sight of God. We aim to provide a Christian environment for every pupil, including opportunities to worship together and with our local communities.

Purpose

The delivery of the National Curriculum by the schools, wholly or mainly during school hours, is provided free of charge, with the exception of swimming. However, additional activities during lunchtime, after school and educational visits out of the schools' premises may lead to a charge being levied by the schools.

The schools may also consider remitting (not charging) such a charge when it is normally chargeable. This policy seeks to set out the broad circumstances when the schools will seek to levy a charge and when they will remit the charge.

Charging

The schools will seek to defray (charge for) the cost of any activity that is not directly a curriculum activity or any costs incurred in transport, specialist activities or out of school activities. The schools shall, to the best of their ability, ascertain the cost and spread this equally between the pupils attending the activity. The schools will do this by requesting a voluntary contribution wherever possible. If insufficient contributions are forthcoming, the activity/trip will be cancelled. The inability of parents/carers to pay for additional activities should not be a barrier to a pupil taking part in the activity.

Activities of this nature will be educational trips; transport, board and lodgings on residential trips; optional extras (activities outside school time) unless over 50% of an educational visit is outside of school hours.

The Headteacher will be responsible for determining a fair charge for use of the schools by any external person or body, balancing the educational benefit for the children against any costs being borne by school budgets.

If there is a specific out of school hours activity that is more individual, eg music lessons, private exams or school dinners, the schools shall agree in advance with the parent/carer or an appropriate funding body the cost to be paid.

Remission

While there is no charge for normal costs incurred by the schools to deliver the National Curriculum or to fulfil statutory duties relating to Religious Education, the schools charge for additional activities, including swimming.

The Governors will accept that these charges are remitted where the family of the pupil receive Income Support, Disabled Persons Tax Credit, Job Seekers Allowance or any such similar benefit. Any costs being borne by such remission shall be met from the schools' budgets. It shall not be costed into the charge levied on the remaining pupils.

The Headteacher and staff are expected to deal with parents/carers seeking remission with due sensitivity. They should always consider if a pupil should be withdrawn from an activity or trip purely due to the cost. Where necessary, the Headteacher and staff shall actively promote the schools' remission policy.

Voluntary Contributions by Parents

Parents/carers may be asked by the Headteacher or Governors to make a voluntary contribution towards the costs of an activity for which the schools will incur a cost. Such a request shall make it clear that there is no obligation to contribute but may state that lack of contribution may mean the activity not proceeding. Once a decision to proceed has been taken, then no pupil shall be excluded merely because their parents/carers have not contributed. In addition, such pupils shall not be treated differently in relation to the trip or activity in any way.

Signed:

Mr A Mitchell

Chair of Governors of the Spires Federation Governing Body

Date: