



**In the Name of Allah the Most Kind the Most Merciful**

## **Orchard Primary School**

Praise belongs to Allah, Lord of the worlds, the All-Merciful, the Very Merciful. And may His choicest blessings and peace be upon our beloved Prophet sallalaahu alayhi wasallam.

### **Charging and Remission Policy**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DCSF guidance

The Governing Body of Orchard Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

During the school day all activities that are a necessary part of the National Curriculum will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge in the form of voluntary contributions.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out and visitors in. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities].

**Islamic Studies:** An annual contribution is requested for the teaching of Islamic Studies. Due to the distinctive nature of the school and its ethos, this subject is taught and by accepting a place at the school parents agree to make this contribution.

### **Optional activities outside of the school day**

We will charge (full or part cost, depending on availability of funding) for optional, extra activities provided outside of the school day.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **Residentials**

For residential visits, charges will be made for board, lodging and any special activities, except for pupils whose parents are in receipt of eligible benefits. Parents/carers will be required to provide the relevant evidence

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **REMISSIONS**

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Head teacher in consultation with the Chair of Governors.

Approved by the Governing Body on - January 2012

Review Date – Spring 2013