De Bohun Primary School & Children's Centre

Charging and Remissions Policy

	Name		Date
Prepared by:	Dominic Smart		November 2017
Approved by:	Governing Body		December 2017
Version number	2	**Date of next review:**	November 2020

De Bohun Primary School & Children's Centre

De Bohun aims to deliver a balanced and carefully planned curriculum, which addresses the needs of our children. Although education provided during school hours must be free, it is recognised that certain educational activities require financial contributions from parents. Without this valuable support our school would find it difficult to provide these additional opportunities to enhance our children's education.

This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements of the guidance detailed in '*A Guide to the Law for School Governors - Chapter 23, January 2008'.*

In accordance with these guidelines De Bohun Primary School:

- Will not charge for, materials, equipment and transport provided in school hours by the Local Authority (LA)
- May charge for some specialist curricular activities by inviting parents and others, in writing, to make **voluntary** contributions to enable School funds to go further. Children of parents who do not contribute will not be treated differently from those who do make contributions.
- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible. If a particular activity cannot take place without sufficient financial help from parents then this will be made clear in the information sent to them. All financial contributions will be refunded should an activity subsequently be cancelled.
- Will charge for any instrumental tuition, in accordance with the EASS terms and conditions, for individual pupils or pupils in groups of up to four, which takes place in School time.
- May charge for board and lodgings on residential courses, except for pupils whose parents are receiving:
  - Income Support;
  - Income-based Jobseeker's Allowance;
  - Support under Part VI of the Immigration and Asylum Act 1999;
  - Child Tax Credit
  - Guarantee element of State Pension Credit.

  The Head teacher will inform parents of the right to claim free activities if they are receiving these benefits.
- Charges to parents will not exceed the total cost of the activity. The additional cost of sending additional staff for an activity, can be included in the cost to parents or discounts from the activity provider will be sought.
- The School and permitted organisations may charge parents for an activity which takes place, either during or outside school hours, when these activities are not part of the National Curriculum.
- Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.
- The Governors will review the lettings charges levied by the school on an annual basis.
- Parents have a right to know how each trip is funded. The school will provide this information on request.

- The Governing Body delegates the day to day responsibility of the Charging Policy to the Headteacher
- The Governors will review this policy as required

After School Project

Cost: £7.50 per session, £6 for siblings booked in together and £5 if a pupil premium child.

Late charges

'If your child is picked up after 6.00pm from After School Project you will be given a white waiver letter making you aware of the late pick up charge if you are late again. However if your child is collected late a second time you will be issued a green letter with a charge of £7.50. Late collection for a third time will result in a blue letter requesting a meeting with a member of SLT.

A charge of £7.50 will be made if your child is collected up to 15 minutes late. This fee increases by a further £7.50 for each subsequent 15 minutes. If your account does not have enough credit to cover the fines your child will not be able to attend any further sessions until all debts are cleared.'

Breakfast Club

Cost: £1.50 per session if booked in advanced, £2 per session for children attending on the day.