

<b>Charging and Remissions Policy</b>	
<b>Policy Number</b>	FGB-003
<b>Responsible Post</b>	Head Teacher
<b>Responsible Committee</b>	Resources
<b>Review Schedule</b>	Annual
<b>Review Date</b>	May 2025
<b>Next Review</b>	May 2026
<b>Changed</b>	No
<p>The Governing Body's key roles are:</p> <ul style="list-style-type: none"> <li>• To Provide a strategic view</li> <li>• To Support and challenge the Head Teacher and the School</li> <li>• To ensure accountability.</li> </ul>	



## **AIMS**

At Manor CE Infant School, we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

## **PRINCIPLES**

- We make no charge for National Curriculum and related activities in school time.
- We may ask for voluntary contributions for activities / school visits wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution. However, when we ask for a voluntary contribution for an activity the school reserve the right to cancel the activity if insufficient contributions are received to cover necessary costs.
- Support is available towards part or all the cost of activity where there are financial difficulties or the family qualifies for benefits.
- We may charge where it enables an increase or enriches non-statutory extra-curricular provision at any time.
- We offer minimum cost of facilities for non-profit making community activities.
- Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

## **Debt Recovery**

The Head teacher may write-off any amount of income due up to a maximum of £200 per child if he/she considers it is irretrievable, and must sign an explanatory record giving reasons for the write-offs.

Records must be kept for inspection.

## **KEY RESPONSIBILITIES**

Resources Committee

- Will review and amend the Charging and Remissions Policy on behalf of the governing body.
- Will review annually the charges for supplies and services
- will monitor whether actual income is in line with anticipated income.

#### Head Teacher

- Will be responsible for drafting proposals for charges.
- Will provide reports for the Resources committee.

#### Administrative Officer

- Will provide effective financial administration enabling efficient budget management by the headteacher.
- Will maintain efficient and effective information systems.

#### Users / Providers

- Will abide by the terms and conditions of the booking and hiring contract.

## **PROCEDURES**

### **1. Off site extra curricular activities**

A voluntary contribution not exceeding the actual cost will be requested.

### **2. Letting of premises**

Extra-curricular clubs

Children may be charged for participation in private extra-curricular activities. The current cost is £3 per session regardless of the cost of the club provider. Children in receipt of pupil premium funding are offered one free school club every half term.

### **3. Charges for services**

Details of charges for photocopier and telephone services are available from the school office.

### **4. Arrangements for part or full remissions of charges**

The governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges on application to the headteacher. The Resources committee will be informed in general terms of the total provided for each activity.

This policy will be reviewed annually.