



**IDE HILL CHURCH OF ENGLAND PRIMARY SCHOOL  
CHARGING AND REMISSIONS POLICY**

**REVIEWED: JANUARY 2024  
REVIEW DATE: JANUARY 2028**

<b>Louisa Hillman Headteacher</b>	
<b>Anne Fletcher Chair of Governors</b>	

*At Ide Hill Church of England Primary, we seek the 'abundant life' that Jesus promised (John 10:10) - pupils and staff flourish. From the tiny Saplings in Reception to the mighty Oaks of Year 6, children are nurtured through the learning and experiencing of respect, responsibility and love - and the greatest of these is love. Our vision is based upon by 1 Corinthians 16:14. Our Key Values are: Respect, Love and Responsibility*

## **Purpose**

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum and sets out the charges and remissions for activities

The school day is defined as 08.50am – 12 noon and 1.00pm – 3.20pm.

## **Relationship to other school policies**

The policy complements the school's single equalities scheme, curriculum policy and teaching and learning policy.

## **Roles and Responsibilities of Head Teacher, Other Staff, Governors**

The Headteacher will ensure that the following applies:

### During the School Day

All activities that are a necessary part of the National Curriculum, Early Years Curriculum plus religious education will be provided free of charge. This includes any materials and equipment.

Voluntary contributions are sought for activities during the school day which entail additional costs.

In these circumstances, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

### Optional Activities Outside the School Day

We may charge for optional, extra curriculum activities provided outside the school day. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

### Education Partly During the School Day

If a non-residential activity happens partly inside the school day and partly outside 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 the normal school day, charges may be made. When such activities are arranged, parents will be told how the charges were calculated.

### Residential Trips

Charges will be made for board and lodging. Contributions may be sought for pupils whose parents are in receipt of Pupil Premium entitlements.

### 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. Support for cases of hardship will come through voluntary contributions and local charities.

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

### Pupil Premium

For those children eligible for Pupil Premium, funding may be provided, at the Headteacher's discretion.

### Arrangements for Monitoring and Evaluation

The Finance Committee and Curriculum Committee will monitor the impact of this policy by receiving a report from the Headteacher as and when necessary. The policy will be reviewed every three years.