

POLICY ON CHARGING AND REMISSIONS FOR SCHOOL ACTIVITIES

General

1. At Larkmead School we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.
2. The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.
3. The policy identifies activities which are chargeable, those for which voluntary contributions may be requested from parents/guardians and any remission of charges which may be available.

Charging Policy

4. At Larkmead School charges will be made for the following:
 - a. Board and lodging costs on residential visits whether they take place in or out of school hours.
 - b. Music tuition outside of curricular provision, and the hire of instruments.
 - c. Optional extras/activities which take place wholly or mainly outside of school hours¹, which are not part of a specification for prescribed public examinations or to meet the national curriculum or the requirements for religious education, e.g. sailing club, theatre visits.
 - d. Entering a student for a non prescribed examination² outside school hours¹.
 - e. The cost of transport to an activity sanctioned, though not provided by the school or the LEA, e.g. travel to a work experience placement.

¹ School hours are those between 8:40 am and 3:10pm, but do not include lunchtime.

² The entry fee for a prescribed public examination may be recovered from the parents if the student fails to complete the examination requirements e.g. by failing to complete coursework or attending for a scheduled examination, without good reason.

f. The supply of ingredients and materials for practical subjects such as technology, including home economics and pottery, where parents have indicated a wish to own the finished product in advance. Parents will be asked to indicate at the beginning of the school year whether they wish to do this.

Voluntary Contributions

5. Separately from the matter of charging, Larkmead School will request voluntary contributions in support of any residential and non-residential activity or course, including related to staff cover, whether mainly inside or outside of school hours¹, and in order to offer a wide variety of experiences to pupils.

6. The size of the voluntary contributions will, whenever possible, be linked to the cost of the activity. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have. If sufficient voluntary contributions are not received from parents to support the activity, the activity will have to be cancelled for all students.

7. The basis for choice in the event of over subscription will be by lottery. The composition of the group remains at the discretion of the teacher concerned.

Remissions Policy

8. In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that charges may be remitted for students whose parents are in receipt of income support or family credit if the trip takes place in school hours¹ and is required as part of the specification for a public examination for the national curriculum. The school may be contacted for a form in the case of hardship.

Policy Agreed by the Finance & Premises Committee - July 2013

Review Date: July 2015