



CHARGING AND REMISSION POLICY

This Aldborough Primary Policy applies to all stakeholders.

DATE OF GOVERNOR APPROVAL	November 2022
REVIEW FREQUENCY	2 years
REVIEW DUE	Autumn 2024
STATUTORY REQUIREMENT	YES
AMENDMENTS	
Date	Summary of Amendment/s
January 2020	Equality Impact Assessment completed
November 2022	Update to timings and sessions for ASC Paragraph 4.1 updated in line with school refund practice

ALDBOROUGH PRIMARY SCHOOL

Charging and Remission Policy

Charging Policy

- 1.1. *The charging policy of the LA* applies to all maintained schools, including nursery and special schools, and Sixth Form Colleges.
- 1.2. The charging policy relates only to charges which may be made by the LA or a school governing body and **does not apply to any educational activity for which charges are levied by other persons.**
- 1.3. Charges **will be made** in respect of the following:
 - Individual tuition in playing any musical instrument except where it forms part of the syllabus for a prescribed public examination or is provided as part of the national curriculum. *(ref. Paragraph 38)*
The charge will include the cost of the teacher giving the tuition, the cost of sheet music and the hire (including maintenance) and insurance of the musical instrument. *(ref. Paragraph 39)*
 - Attendance at Breakfast Club Monday – Friday, from 8:00 until 9:00
 - Attendance at Aldborough Primary After School Club, Monday – Thursday 15:15 – 17:30, including a potential charge for lateness collecting a child from school. The latter is at the discretion of the Head Teacher.
 - All non-residential activities which take place **wholly, or more than 50% outside school hours** where the child's participation has been agreed in advance by the parent. *(ref. Paragraph 21)*.
The charge will include the cost of travel, entrance fees, insurance costs, materials, books, equipment, non-teaching and teaching staff where a teacher or instructor has been engaged specifically for the purpose of providing the activity. *(ref. Paragraphs 23 and 24)*
 - Board and lodging **in all cases** where a school activity involves pupils in nights away from home. *(ref. Paragraph 33)*
 - Residential trips deemed to have taken place **outside school hours** (ie. where the number of 'missed' school sessions is less than 50% of the number of half days taken up by the residential activity). *(ref. Paragraph 29)*

The charge will include the costs of travel, entrance fees, insurance costs, board and lodging, materials, books and equipment, non-teaching and teaching staff where a teacher or instructor has been engaged specifically for the purpose of providing the activity. (*ref. Paragraph 23*)

Remission Policy

- 2.1 The Remission Policy of the LA applies to all maintained schools, including nursery and special schools, and Sixth Form Colleges.
- 2.2. Remission of charges will apply only to those pupils whose parents are eligible according to the current LA guidelines and only in respect of board and lodging charges where these are levied directly by the LA or the school and where they relate to activities deemed to take place wholly or partly in school hours. Parents will be advised if they are eligible but the decision to apply for remission or charges will be left to them. Remission will not apply to such charges when they relate to activities **wholly** outside school hours.

Friends of Aldborough School

- 3.1. Friends of Aldborough raise money to subsidise some of the following:-
 - The cost of visits made by children.
 - The cost of visiting artists to school eg. Puppet Theatres, drama groups etc.

The Parents will be asked for a voluntary contribution also.

- 3.2 Pupil Premium children will, at the discretion of the Head Teacher, be given special consideration.

Refunds Policy

4.1.

If contributions to an activity exceed the total cost, a refund will be given, if excess is over £3 per child.

Excess of less than £3 per child will be paid into the school fund account.

Excess of expenditure will be funded by the school fund account and/or a request made to Friends of Aldborough for a donation.

If a child is unable to take up its place on a residential and it is a legitimate insurance claim, the school will refund the amount received from the insurance company. If there is no legitimate claim there will be no refund.

Amendments prior to Autumn 2017

Date Reviewed	Notes from Review
19.11. 08 Agreed at Finance & Personnel	Use current LA guidelines for those applicable for Remission of Charges. Remove actual for the year.
20.20.2010 Agreed at Finance & Personnel	Refunds section was added to the Policy (in response to FIMSIS)
11.2011 Agreed at Finance and Personnel	Policy altered to recognize Friends subsidise both day school trips and residential trips.
October 15 th 2012 Agreed at F&P Meeting	Alison created this chart to track changes.
October 14 th 2013 Agreed at F &P Meeting	No Changes.
November 17 th 2014 Agreed at F&P Meeting	Changes to reflect Pupil Premium Pupils
October 13 th 2015 Agreed at F&P Meeting	No notes
October 17 th 2016 Agreed at F&P Meeting	Reviewed without changes. HT to cross reference paragraphs <i>to LA policy</i> .
October 10 th 2017 Agreed at F&P Meeting	No notes
Spring 2020 Agreed at F&P Meeting	No notes
October 2020	No notes
October 2022	Change in timing and days for ASC