



Cranborne Middle School

Charging & Remissions Policy

2023-2024

Headteacher – Mr Richard Stevens

Assistant Headteachers – Mr Simon Gillott & Mrs Andrea Williams

Review Date:	Reviewed by:	Approved by F&P Committee	Next Review Due:
July 2023	Finance Officer & Headteacher	Date:25.9.23	April 2024

Charging and Remissions Policy 2023 – 2024

Overview

Every school must have, and publish for parents, its charging policy. This policy lists the governors' decisions. The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfES guidance.

Books and equipment

Parents are requested to buy their children their own pens, pencils, calculators, etc, although subject departments will loan such equipment on request. Exercise books and stationery to be used as part of the lesson are provided free. Parents of pupils who lose or damage books or equipment issued to them are expected to pay the cost of replacement or repair.

SATs practice books

Parents of pupils of Year 6 will be advised to purchase SATs practice books from the school unless they are Pupil Premium children who will receive these free of charge.

Charging for materials

Parents of pupils who are on practical courses (e.g. Design and Technology, Art, etc.) and who wish their children to own the finished product will be charged for the materials used.

Activities within the school day or part of an examination course

Any payment from parents for these activities is voluntary but if parents are unable or unwilling to contribute, it may be that the activity will not be able to take place. Pupils will never be treated differently whether or not their parents have made any such payments.

Activities outside the school day and not part of an examination course

For these activities payment is required for pupils to take part

Residential Visits

Payment will be required in respect of residential visits taking place mainly outside school time and not required for an examination course. The governors' policy is not to enter pupils for examination courses requiring residential study mainly within school time.

Public Examinations

The Headteacher has the delegated responsibility to decide whether pupils are entered for particular examinations. The Headteacher has the authority to charge for examination entries in certain circumstances. The Headteacher is authorised to request payment for wasted examination fees

Music Tuition

The Headteacher is authorised to charge for music tuition outside normal classroom activities, when permitted.

Loss and Damage to School Property

Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the cost of repair or replacement.

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 or won't.

Support for those qualifying on a means tested basis is considered and funded from a designated school account for such purposes. Qualifying criteria are aligned to those pupils entitled to Free School Meals or Pupil Premium. (The use of PP spend would be subject to all academic educational provision being in place and surplus allowance available for extra-curricular spend).

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

Minibus

Only pupils of the school, school staff or parents may be charged for travel in the minibus. Charges made will cover only actual costs incurred, including depreciation, wear and tear. The service should not make a profit for the school.

Reviewed July 2023

Full Governing Body