



Queensmill School

Charging and Remissions Policy

Adopted:	March 2016
Next Review Date:	March 2017

Queensmill School recognizes the importance of the provision of a wide range of activities to enrich the education and personal development of the pupils at our school. We believe that activities and trips are an important part of their development and endeavor to provide a multitude of activities, both curricular and extra-curricular, for this. Legislation determines what schools can and cannot charge for and this policy has been published to clarify what the school can and cannot charge for.

1. After School Clubs

The school provides pupils with a wide range of after-school clubs including drama, football, dance, music and cooking. From time to time we may change clubs or introduce new ones. We believe that these clubs offer children an opportunity to develop new skills and assist parents who find it difficult to reach school by 3pm due to working commitments.

Legislation states that *'schools may charge for optional extras'* which includes *'extended day services (e.g. breakfast clubs, after-school clubs, tea and supervised homework sessions)*. Queensmill School has taken the decision not to make any charges for after-school clubs at the current time. However, the governing body is at liberty to review and amend this decision if it is deemed appropriate. In the event that charges are introduced for after-school clubs parents will be provided with advance notice and this policy will be updated to reflect those changes.

2. Breakfast Club

It is important that children have breakfast before starting the school day and research shows that not having breakfast can have a negative impact on pupil attainment. Working parents often struggle to find the time to prepare breakfast and get to work on time, and therefore rely on breakfast clubs to ensure their child eats before the school day starts. Queensmill offers a breakfast club to support pupil's social and emotional development, children can attend from 08:00 until the start of the school day. They will receive breakfast and recreational time with other children. The school currently does not charge for the breakfast Club.. However, the governing body is at liberty to review and amend this decision if it is deemed appropriate

3. Activities during the school day

Besides the normal day to day classroom learning, Queensmill offers an assortment of activities during the day including visits from theatre companies. No charges are made for activities that take place during the day.

4. **Activities outside of the school day**

There is no charge for activities outside of the school day when they are:

- Part of the curriculum (including sports matches against other schools).
- Part of the syllabus for a public examination that the pupil is being prepared for by the school.
- Part of the school's basic curriculum for religious education.

Optional Extras

All schools are allowed to charge for optional extras, examples of which are:-

- education provided outside of school time that is **not**:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

The headteacher will decide when it is necessary to charge for optional activities and parents will be informed accordingly. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity. When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges.

5. Residential Activities

Our school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The school will charge an amount, up to the full cost of the board and lodging, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see **section 11** for more guidance on remissions).

Travel

While the school reserves the right to apply travel charges when the residential activity takes place outside of school hours, Queensmill has decided not to make such charges.

6. Voluntary Contributions for school trips

The governing body of Queensmill School encourages teachers to organise school trips during school hours to enrich pupil learning. The school may ask parents for a voluntary contribution for these trips. Where a trip cannot go ahead without voluntary contributions this will be made clear to parents and, in the event that contributions are not made, the trip may be cancelled. There is no obligation on parents to make a contribution and no parents will be pressured to make such payment and no child will be excluded from a trip on the basis that no contribution has been made.