

CHARGING AND REMISSIONS POLICY

January 2019

Responsibility: Angela Thacker

Approved by Governors January 2019

Review Date: January 2020



At Dovers Green the Governing Body recognises the valuable contribution that the wide range of additional activities including clubs, workshops, visiting theatre groups and educational visits can make towards pupils personal and social development.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

Charging and Voluntary Contributions

Charging

Activities run by external organisations, for example football or cycle training, taking place outside school hours (optional extras) will be charged in full. Costs for each participating child will cover any materials, insurance and staff employed to provide the activity.

Voluntary Contributions

The Governing Body reserves the right to ask for a voluntary donation towards the cost of any activity which takes place in school hours.

This could include:

- a contribution towards the cost of materials, ingredients, equipment for practical subjects such as cookery, sewing, clay work etc. to enhance children's learning.
- the cost of additional activities such as class day trips or visits to the school by musicians, drama companies and similar groups.

If voluntary contributions are sought it should be noted that:

- there is no obligation to contribute.
- all pupils will be treated alike, whether or not their parents have made any contribution in response to the request. No pupil will be prevented from participating because a voluntary contribution has not been received.
- parents will be asked to indicate their willingness to make a voluntary contribution for a given activity. If such contributions are sufficient to enable a firm booking to be made, then the activity will go ahead, otherwise it will have to be cancelled.
- parents have the right to withdraw their voluntary contribution before (but not after) the booking has been made.
- a proposed activity will not take place if parents are reluctant to support it.
- charges levied represent the actual cost of providing the activity. No profit will be made.

Remissions

In circumstances where there may be cases of family hardship which make it difficult for children to take part in particular activities for which a charge is made, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. The Headteacher, in consultation with the Chair of Governors will give authorisation for remission.