



Charging and Remissions Policy

Contents

- **Introduction**
- **Charges**
- **Remissions**
- **Voluntary Contributions**

**Member of staff responsible
for this policy in consultation
with staff and governors:**

Nicki Pagden

**Governing Body Committee
responsible for review:**

Finance & Personnel Committee

Date of next review:

March 2020

Ratified by Governing Body:

March 2017

1. Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

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

2. Charges

The Governing Body follows the LEA guidelines on our Charging Policy. It reserves the right to make a charge in the following circumstances for activities organised by the school:

School journeys in school hours: The board and lodging element of residential activities deemed to take place within school hours.

Activities outside school hours: The full cost to each pupil of activities deemed to be optional extras taking place outside school hours.

Charging in kind: The cost of materials, ingredients, equipment (or provision of them by parents) for subjects such as cookery, craft, etc. The Governing Body may charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

Swimming: The Governing Body reserves the right to make an appropriate charge for swimming activities in Years 3, 4 and 6. Swimming in Year 5 is provided by the school under the requirements of the National Curriculum.

Musical instrument tuition: It is the Governing Body's Policy to recover the cost for music tuition.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

3. Remissions

Where the parents of a pupil are in receipt of the following:

- Income Support
 - Income-based Job Seekers' Allowance
 - Income-related Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - the Guaranteed element of State Pension Credit
- or meet the eligibility criteria for Free School Meals.

The Governing Body may choose to remit in full or in part the cost of other activities for particular groups of parents. For example, there may be cases of hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body may invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

4. Voluntary Contributions

Where the school is planning activities for which voluntary contributions are sought, it will take into account the following factors:

- The need for long-term planning to prevent the financial consequences of cancellation if funds are not forthcoming on an adequate basis;
- The right of parents to withdraw their voluntary contribution before (but not after) the booking has been made;
- The circumstances under which the activity could be cancelled without the school incurring any financial penalty;
- The availability of other sources of funding to subsidise the activity, including school funds, trust funds and LEA funds.