



# **Charging and Remissions Policy**

## **Introduction:**

This charging and remissions policy conforms to the requirements of the guidance detailed in 'A guide to the law for School Governors' – February 2004.

The Governing Body and staff at All Saints C of E Primary School recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences make towards pupils' overall education.

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:**

### **What we cannot charge for:**

- The Governing Body **will not charge** for books, materials, equipment or instruction which is in connection with the National Curriculum or Statutory Religious Education taught at the school, except where parents have indicated in advance that they wish to purchase a product
- The Governing Body **will not charge** for any activities which take place in school during school time, except for instrumental tuition for pupils, or groups of pupils, by an external organisation and offered to parents.

### **What we can invite voluntary contributions for:**

*NB: The charge for trips cannot exceed the actual cost and it cannot include a subsidy to cover the element of non payment by other parents/carers. Losses will need to be met out of official funds.*

- The Governing Body **will invite** parents and others to make voluntary contributions for charities or school fund (e.g. Christmas concert).
- The Governing Body **will invite** parents to make a voluntary contribution to school trips, swimming and cooking to cover costs incurred but not to make a profit.
- Parents will be informed that there is a possibility that, if there are insufficient voluntary funds to cover the cost of an activity, it will be cancelled. The Governing Body/ headteacher have the right to cancel an activity/ trip if there are insufficient contributions to make them possible. (less than 85% return)
- The Governing Body may ask for other material costs for special projects that incur unusual costs.
- Children of parents who do not contribute will not be discriminated against or excluded from the activity in question.

**What we will charge for:**

- The Governing Body **will charge** for clubs offered to children either by the school or by independent organisations outside the school day, if the parent chooses for the child to attend.
- Music lessons provided outside the school curriculum will be charged for.
- The Governing Body **will charge** for costs for residentials.\* Parents will be informed that if they are in genuine difficulty they can discuss this in confidence with the Headteacher.
- The Governing Body will ask parents to make a contribution towards replacing damaged or lost school property caused willfully by their child/ren. The contribution will be set by a group of designated governors and each case will be taken separately.
- Lettings will be charged as outlined in the Lettings Policy

**Parents in Financial Difficulty:**

Parents are encouraged to seek advice from the office or headteacher if they are in financial difficulty. Children on Free School Meals or those eligible for pupil premium funding may have some but not all costs met. This will be discussed on an individual basis.

**Review:**

This policy will be reviewed on a three yearly cycle unless necessary before.