



**Church of England
Primary School**

Charging and Remissions Policy

Review Frequency	Biannually	Review date	12 th October 2020
Governor Approval (date)	12 th October 2018	Website	YES
Chair of Governors (sign)		Headteacher (sign)	

Introduction

Swaffham Bulbeck Church of England Primary School recognise the valuable contribution that the wider range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Purpose

We aim to provide a broad, balanced curriculum for pupils within our care. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions from parents. Without that financial support the school would find it impossible to maintain the quality and breadth of educational experiences provided for pupils. Guidance from DFE- OCT 14 Responsibilities

The Local Governing Body, in consultation with the Headteacher, are responsible for the implementation of the charging policy and the determination of any individual case arising from the implementation of this policy.

We will make a charge for:

Day and part day educational visits

For visits during school time the Headteacher will invite voluntary contributions from parents/carers to meet the cost of the visit. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled. Pupils will not be treated differently according to whether or not their parents have made any contribution.

Residential visits

Parents will be charged for the full cost of the visit including travel, board and lodging, materials, equipment, tuition, entrance fees and insurance. A payment plan will be offered to parents who prefer/need to pay small amounts on a regular basis. This may be personalised to the individual parent if necessary.

Instrumental music tuition

The school levies charges in respect of individual music tuition, and group music tuition, if the teaching is not an essential part of the National Curriculum.

Materials and equipment

No charge is made for materials and equipment used in curriculum time. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials used.

Breakages and damages

The Local Governing Body reserves the right to request that parents pay for the cost of damage caused by a pupil's behaviour.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities (refer to Lettings Policy).

Other charges

The Headteacher or The Local Governing Body may levy charges for miscellaneous services up to the cost of providing such services (e.g. for providing a copy of an OFSTED report.)

Calculating Charges

When charges are made for any activity, whether during or outside 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 cannot.

Remissions

In circumstances of family hardship that makes it difficult for pupils to take part in particular activities for which a charge is made or where parents are in receipt of family credit or income support, the school will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remissions will be made by the Headteacher and will be at his complete discretion but subject to guidance, if any, by the The Local Governing Body. This may involve the school applying for financial support for such activities for any one of a number of local trusts.

Arrangements for monitoring and evaluation

This policy will be reviewed annually by the The Local Governing Body and may be amended as appropriate. Any eventuality not covered by this policy will be considered by the Headteacher and The Local Governing Body and a decision made in line with the LA Policy of Charging.