



**Bishop Aldhelm's C.E.  
Primary School**

*Loved by God; United in Learning*

Headteacher: Scott Tait

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*Love, Unity,  
Courage  
and Inspiration*



# Charging and Remission Policy



**September 2023 -  
September 2024**



# Charging and Remission Policy

## Introduction

The Governing Body recognises that it is important to provide every child with access to the wide range of additional activities including clubs, trips and residential experiences available through the school. These activities make a valuable contribution to a pupil's personal and social development. The Governing Body will promote and provide these activities as part of a broad and balanced curriculum for pupils and also as additional optional activities.

## Why the school may need to charge or ask for a voluntary contribution

Whilst we aim to make the minimum number of requests for money from parents/carers, the Governing Body reserves the right to make a charge in the following circumstances:

1. **School Trips** – Some of the extra activities that we try to organise can prove too expensive to be provided from school funds alone, such as residential trips from which our children benefit. Most of the cost of these trips contains two elements:

- the cost of food and accommodation - from which some parents/carers receiving certain benefits can claim exemption;
- the cost of transport or provision of activities that largely take place in schools hours - for which we can only ask for voluntary contribution.

For each trip a letter will be sent home with those children within the age group eligible to take part, containing information on the purpose of the activity and the approximate breakdown of costs. At the end of each letter will be a slip to return to the school requesting a place for your child and indicating willingness or otherwise to make a voluntary contribution.

2. **Special Materials** – We will continue to ask parents/carers to make a voluntary contribution towards the cost of cookery materials where the finished produce is to be taken home.

In other craft activities a contribution will only be sought towards the cost of the more expensive materials.

3. **Music Tuition** – This is partly funded from the budget delegated by the School by the Local Authority, and the balance of the costs are paid by the parents/carers. Charges are made for instrument hire when applicable.

## Charging for Breakages, damage or loss

The school will seek to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. In the event of books being lost or damaged, parents/carers will be asked to replace or refund the total cost of each book.

## Possible remission of charges/costs

**It is the Governors' wish that no child should miss out on any activity because of lack of funds. All requests for financial help are kept strictly confidential, and when arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full.**

Where parents/carers of a pupil are in receipt of certain benefits the Governing Body can remit in full the cost of food and accommodation for any residential activity if the activity takes place within school hours and forms part of the syllabus of the National Curriculum. This remission is subject to the level of funding received from the DfE and the demands that this remission places on the school's own finances.

If families are experiencing financial difficulty and this may prevent a pupils taking part in particular activities for which a charge is made, they should not hesitate to see the child's class teacher or Headteacher. In case of difficulty the school may pay for a child's educational visit.

Date adopted by Governing Body :

Date published to parents (if applicable):

Date to be reviewed: September 2024