



Crockerne C of E Primary School

Name of Policy:	Charging and Remissions Policy
Committee:	Safeguarding, Health and Safety, Premises and Finance
Date Ratified:	May 17
Next Review:	May 18
Chair of Governors Signature:	
Headteacher Signature:	

Crockerne Church of England Primary School

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and instrumental tuition can make towards a pupil's education. This policy outlines for parents/carers the charges that can and cannot be made.

Statutory Policy

As required under the Education Reform Act 1996, the Education Reform Act 1988 (and DES Circular 2/89) and Section 200 of the Education Act 2002, this policy for charging for school activities recognises that:

- Education for all registered students during school hours is free of charge including the provision of books and equipment;
- No compulsory charges will be made for educational provision that falls outside school hours, where education is provided specifically to meet requirements relating to the National Curriculum or the agreed syllabus for Religious Education.
- No charges can be made for tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum.

The school can charge for:

- Any materials, books, instruments or equipment, where the child's parent wished him/her to own them;
- Optional extras, such as residential trips (statutory entitlements excepted);
- Music and vocal tuition, in circumstances outlined below.

Voluntary contributions can be sought for the benefit of the school or for any school activity. In addition, the School will continue to encourage and support fundraising through the Parents Association as a means of sustaining and subsidising a whole range of school activities.

Discretionary Policy

School trips/visits/activities during school hours

When organising school trips, visits or activities during school hours that enrich the curriculum and educational experience of the children, the school will invite parents/carers to make a *voluntary* contribution to the cost. The cost may include the cost of travel, any entrance fee, the cost of any additional activity on the trip and insurance. Details of the trip/visit or activity and requests for voluntary contributions will be given to parents 4 weeks in advance of the activity (where possible). All contributions are voluntary and no child will be excluded if their parents/carers are unwilling or unable to make a contribution. However, it should be made clear to all parents/carers that if the activity cannot be funded without voluntary contributions and insufficient contributions are raised to fund a visit, the Headteacher may decide to cancel the trip/visit/activity. If a child is absent on the day of the trip/visit/activity, and parents have made a voluntary contribution, a full refund will be offered.

Instrumental tuition

Charges will be made for instrumental tuition given to groups of no more than 4 pupils by a visiting specialist teacher, where playing a musical instrument is not part of the National Curriculum and where the child's participation has been agreed in advance by the parents. The school will not make any profit from charging parents for instrumental tuition. Parents will be advised that they will be expected to give a term's notice if their child is no longer going to have lessons. Children in Care who wish to have instrumental tuition are entitled to free tuition.

Charging in Kind

The school reserves the right to charge for the cost of materials or ingredients (or provision of them by parents/carers) for practical subjects.

Optional Extras - Activities/Clubs outside school hours

A charge may be made for activities/clubs that take place mainly/wholly outside school hours, where a child's participation is agreed in advance by a parent. This may not include any activity which is required by the National Curriculum or to fulfil statutory duties relating to Religious Education.

Charges for such activities may include pupil's travel costs, materials and equipment, insurance and the engagement of teaching staff to provide an activity in certain circumstances.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Participation in any optional extra activity will be based on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges would be made.

Wrap around care – Breakfast and After School and Nursery

These sessions come under childcare provision and must be paid for when required.

Residential trips

The school will charge for the board and lodging for a residential trip.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils, the Headteacher may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Remissions Policy

Where parents are having difficulty paying for any activity that has a charge within school, please come and discuss with the co headteachers.