

# **Charging and Remissions Policy**

## **Bentley CEVC and Copdock Primary Schools**

### **Introduction**

This Charging and Remissions policy informs staff and parents about charging for School activities. It conforms to the requirements of the guidance detailed in 'A Guide to the Law for School Governors.

The Pupil premium policy is consistent with this policy.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits 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.

### **Charges**

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

#### **Residential visits**

The Governing Body may charge for board and lodgings on residential activities, except for pupils whose parents are receiving:

- Universal Credit
- Income Support
- Income-based Job Seekers Allowance
- Child Tax Credit (TC 602), as long as the parents do not receive a working Tax Credit and an annual income that does not exceed £16,190
- Supported under Part VI of the Immigration and Asylum Act 1999.

The use of Pupil Premium may support the financial costs of such activities and visits.

#### **Activities outside of school hours**

The full cost to each pupil of activities deemed to be optional extras taking place outside of school hours such as theatre trips and school discos.

#### **Materials**

- Will not charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.
- The Governing Body may charge for or require the supply of ingredients and materials used in cookery or art and craft activities if parents wish to own the finished product.
- It remains the expectation of the Governing Body that parents will provide clothing for Physical Education activities.

#### **School time activities**

- The Governing Body may charge for School time activities by inviting parents and others to make voluntary contributions to enable School funds to go further. Children of parents who do not contribute will not be treated differently from those who do make contributions.
- The Governing Body have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible and the total of all contributions received is such that the remaining cost to the school would be too high.
- May permit organisations to charge parents when such an organisation is acting independently of the School or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity.

### **Damage or loss of equipment**

- Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

### **Remissions**

The Governing Body may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Governors discretion. In other circumstances there may be cases of family 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 will 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 on behalf of the Governors. All parents however will have the right to appeal to the Governing Body normally represented by the Chairman of Governors.

### **Monitoring and reviewing**

The Governors will review the charges levied by the school on an annual basis.  
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