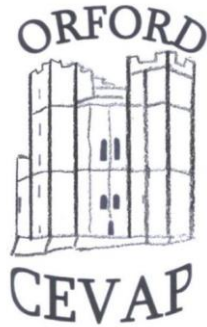


Orford CEVA Primary School

Charging and Remissions Policy



Sowing Faith,
Growing Learners,
Inspiring Futures

Adopted: Nov 2016

Approved by Governors:

Review date: Nov 2017

Linked Policies:

Finance Policy
Educational Visits Policy

Additional activities organised for pupils Charges and Remissions

Introduction

- 1 The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.
- 2 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 as additional optional activities.
- 3 The Governing Body recognises that due to the geographical location of the school travel costs will be higher than might be normal.

Charges

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

A School journeys in school hours

The board, lodging and travel element of the following residential activities deemed to take place within school hours:

- 1 Annual, up to one week, out of County visit by KS2 children.
- 2 Annual whole school outing.
- 3 Curricular school outings that may be organised during the school year.

B Activities outside school hours

The full cost to each pupil of the following activities deemed to be optional extras taking place outside school hours and any other items detailed on the itinerary provided by the school.

- 1 Various community events that may be organised during the school year which the school may be invited to attend and are likely to incur costs.
- 2 Extra-curricular events that may be organised during the school year.

C Individual instrumental tuition

The cost to the pupil for providing the following individual instrumental tuition:

- 1 Music Tutor arranged by the school.
- 2 Charges arranged between the parents and the Music Tutor.

D Materials, instruments etc

The cost of purchase or hire of instruments, materials, equipment or clothing (or the provision of them by the parents), for the following:

- 1 Design and technology, eg cooking, woodworking and textiles, parents will be asked to provide resources or make a donation towards costs.
- 2 Protective clothing as required and asked for in writing in advance.
- 3 Any instruments that may be required.

General

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Remissions

- 1 Where the parent/s of a pupil is/are in receipt of the following:

Income Support

Employment Support Allowance (income related)

Receives Child Tax Credit only (not Working Tax Credit) and their taxable income is below £16,190 (as shown on their tax credit summary TC602).

Income-based Job Seekers Allowance

Support under Part VI of the Immigration and Asylum Act 1999

Guarantee Element of State Pension Credit

the Governing Body will remit up to 50% of the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within school hours, or where it forms part of the National Curriculum.

- 2 If the activity cannot be funded without voluntary contribution, the Governing Body or the Headteacher should make this clear to parents at the outset. An initial letter should explain the nature of the proposed activity and its likely value in educational terms. It should then indicate the contribution per pupil which would be required if the activity were to take place. It should emphasise that there is no obligation to contribute and that no pupil would be excluded from the activity because his or her parents were unwilling or unable to contribute, but it should be made equally clear that the activity would not take place if parents were reluctant to support it.
- 3 In other circumstances, there may be cases of family hardship, which makes it difficult for pupils to take part in particular activities for which a charge is made (ie school journeys in school hours). 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. The Headteacher, in consultation with the Chairman of Governors, will make authorisation of remission. A letter should be sent to parents to include the following points:

Budget

Sufficient funds should be set aside each year from both the Delegated Budget and the School Fund account to offset any costs involved.