

Emersons Green Primary School



Charging and Remission Policy

Draft to Governors:	September 2017	Draft to staff:	September 2017
Ratified: by Full Governing Body	October 2017	Next Review:	October 2019

CHARGING AND REMISSIONS POLICY

Introduction

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. The Governing Body aims to promote and provide such activities both as a 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.

Activities outside school hours

The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours.

School journeys in school hours

The board and lodging element of any residential activities deemed to take place within school hours.

Individual Instrumental Tuition

The cost to the pupil for providing individual instrumental tuition, such as brass, guitar, and keyboards.

Charging in kind

The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: Food activities, needlework, pottery.

The Governing Body may charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

General

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

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

In the event of insufficient voluntary contributions being made with a predetermined time scale the individual activity may have to be cancelled.

Remissions

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body will remit in full the cost of board and lodging for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours or where it forms part of the syllabus for the National Curriculum. 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. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or full.

The Head Teacher in consultation with the Chair of Governors will make authorisation of remission.

N.B. The funds available for remissions are very limited so that activities, which would over-stretch the remission budget, may have to be cancelled.

Date ratified by Governors: October 2016

Date due for review: October 2017