

## CHARGING AND REMISSIONS POLICY

Issue 6

September 2022

Approved by:



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Head Teacher  
Bailey's Court Primary School

**Date:** September 2022

Authorised by:



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Chair of Full Governing Body  
Bailey's Court Primary School

**Date:** September 2022

**Review Date:** September 2024

# **Charging and Remissions Policy**

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## CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	March 2012	Original policy document.	D Hickson
2	November 2014	Policy reviewed. Minor changes have been made and are highlighted in the left hand margin.	D Hickson
3	June 2016	Policy reviewed: amendments made	S-J Cannings
4	September 2018	Policy reviewed: amendments made	M Telfer
5	September 2020	Policy reviewed	A Lynham
6	September 2022	Policy reviewed	A Lynham

## SUMMARY

This policy should be read in conjunction with all other school policies. If you require further details of this policy then please refer to the Head Teacher or Deputy Head Teacher.

This policy will be reviewed every two years.

## REFERENCE DOCUMENTS

- [1] Lettings Policy.
- [2] Financial Procedures Guideline.
- [3] Management of School Trips and Visits

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## MAIN DOCUMENT

### 1 PURPOSE OF THE POLICY

The governing body of Bailey's Court Primary School recognises the valuable contribution that school and extra-curricular activities, including clubs, theatre groups, trips and residential experiences make for our students.

The governing body aims to promote and provide such activities as part of a broad and balanced curriculum for all students along with additional extra-curricular activities.

### 2 CONSULTATION PROCESS

The policy was developed in consultation with staff and governors.

### 3 VOLUNTARY CONTRIBUTIONS

The governing body reserves the right to request voluntary contributions for the benefit of the school or any school activities. Where a request is made for a voluntary contribution from parents for an activity, the school will advise parents at the outset and of the basis on which places will be allocated. For any such activity parents are under no obligation to make any contribution, but if insufficient contributions are received to cover the cost of any activity, then that activity may be cancelled. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

### 4 OPTIONAL EXTRAS

Charges may be made for some activities that are known as "optional extras", i.e. school camp, events during special school organised days and enhanced activities.

The governors are agreed that parents should be asked to make 100% contributions towards the cost of these activities. Families on a low income can request support from the governors as detailed below. Any support that is offered to families by the governors will be subsidised by the school and not included in the overall costs of the activity.

Families of a student that is in receipt of Free School Meals may request for support towards the cost of these activities. The governing body will consider offering support of up to 25%, depending on the circumstances of the family.

There may be occasions where the above criteria are not considered to be appropriate and the application will be dealt with on an individual basis.

Requests for support should be passed to the School Business Manager, along with supporting documentation. This request may need to be discussed in confidence by the Finance & Resources Committee; at no time during the governors' discussion will names be issued by the School Business Manager.

### 5 INDIVIDUAL INSTRUMENTAL TUITION

The governing body has approved a charge for non-curricular instrumental lessons. To enable the cost to be kept to a minimum the governing body has also approved an annual subsidy from the school budget to minimise the cost. The costs will be calculated for individual or group lessons and will be reviewed on an annual basis.

Where the parents of a student are in receipt Free School Meals, families may apply in writing for support; the governing body will consider offering support of 50% towards the cost of instrumental lessons.

### 6 CHARGING IN KIND

The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: art; craft, and design and technology will be provided by the school. Parents may be asked to contribute for cooking ingredients for cooking sessions, although the school will also contribute for curriculum sessions.

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## 7 EXAMINATION FEES

Where a student has **not** been prepared for an examination by the school, the governing body would not pay for the cost of entering the student for the examination.

## 8 OTHER ACTIVITIES

The governing body may request a contribution to support other activities taking place during school hours e.g. theatre groups.

## 9 OUTSIDE ORGANISATIONS

The Governing Body may permit outside organisations to charge parents when such an organisation is acting independently of the school or the local authority.

## 10 LETTINGS

The Finance Committee will review lettings charges on an annual basis with invoices being issued at the end of each month.

## 11 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 students.

## 12 REFUNDS

Should a visit/activity be cancelled by the school then contributions made by parents will be refunded in full.

In the event that a parent no longer wishes their child to participate in an activity or a student is unable to attend a day trip due to illness the parent can request a refund. Where a deposit/advance payment has been paid the school will only refund for the costs not incurred by the school. It is unlikely that the cost of transport or any pre-paid tickets/entrance fees can be refunded.

If a student is unable to attend a residential trip because of ill health or an accident and the school is unable to obtain a refund from the travel company, then a letter will be required from their doctor with details of the illness/accident in order to make a claim through the insurance policy.

## 13 DAMAGE, LOSS OF EQUIPMENT

The governors wish to make it clear that pupils and staff are expected to treat all school property with care and respect. Should any non-accidental damage be caused by a pupil or member of staff, or a book or equipment lost while in the possession of a student or member of staff, then the economic cost of repairing, making good or purchasing a replacement will be the responsibility of the parents of that pupil or the member of staff concerned.