

# **CREETING ST MARY CEVAP SCHOOL**



## **Charging and Remissions Policy**

Date of Policy	October 2024
Review Date	October 2026
Headteacher's signature	Christine Friar
Chair of Governors' signature	Marianne Brame

## **1 Introduction**

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, trips, and residential experiences can make towards a pupils' personal and social education.

The Governing Body aims to promote and provided such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## **2 Charges**

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

### **2.1. School Journeys in School Hours**

When an activity is arranged such as visits to places of interest, theatres, or when a visiting theatre group comes to school, parents and carers will be asked for a voluntary contribution to cover the cost of transport or entry/admission fees. No child will be excluded from any such activity or visit, and any subsidy required to meet the full cost of the activity will be met from school funds. In the event of there being insufficient voluntary contributions from the majority of parents to cover the cost of any such activity the school reserves the right to cancel such activity. If an activity is cancelled any contributions received relating to the activity will be reimbursed in full.

### **2.2. Activities outside School Hours**

The full cost to each pupil of activities deemed to be optional extras taking place outside school hours such as theatre trips and school discos, and the board and lodging element of residential activities deemed to take place within school hours except for those pupils incurring Pupil Premium Grant.

### **2.3. Materials & Equipment**

The cost of purchase or hire of instruments, materials, equipment or clothing for activities, which take, place outside school hours and which are purely voluntary and optional. (It remains the parent's responsibility to supply school uniform including P.E. Kit). The Governing Body may charge for materials or require them to be provided if parents have indicated in advance that they wish to own any finished product produced in school e.g. Design Technology Products.

#### **2.4. Music Tuition**

Any costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum).

#### **2.5. General**

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.

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.**

### **3. 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. The Headteacher on behalf of the Governors will make authorisation of remission in consultation with the Chair of Governors. All parents, however, will have the right of appeal to the Governing Body, normally represented by the Chair or Vice-Chair of Governors.

### **4. Local Charities**

Headteacher may sign post families in case of hardship.