

**FEDERATION OF
BODSHAM CHURCH OF ENGLAND PRIMARY SCHOOL
AND
SALTWOOD CHURCH OF ENGLAND PRIMARY SCHOOL**

CHARGING AND REMISSION POLICY

INTRODUCTION

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

This policy informs staff and parents about charging for school activities. It conforms to the requirements of the Education Reform Act 1996.

VOLUNTARY CONTRIBUTIONS

We do not charge for the majority of our school time activities, but we do invite parents to make a voluntary contribution in order to assist with the cost. If a particular activity cannot take place without some help from parents this is explained to them during the planning stage. The essential point is that no pupil will be left out of an activity (not including residential trips) because his/her parents cannot or will not make a contribution of any kind. It will be stated that the activity will be cancelled if insufficient contributions are raised to fund a trip.

Parents may be asked to contribute towards part of the cost at the time of the visit or activity, and the rest may be met from the proceeds of Friends' fundraising.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. Any child who is in receipt of Pupil Premium funding may be able to receive support for any of the activities and should discuss this with the school at the earliest opportunity:

- **Residential Trips**
The board and lodging element of approved residential activities deemed to take place in school hours. Costs for a residential visit can include elements for: travel, board and lodging, materials, books, instruments, equipment, tuition, entrance fees and insurance.
- **Activities outside School Hours**
The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.
- **Individual Instrumental Tuition**
The cost to the pupil for providing any instrumental tuition not part of normal LA peripatetic provision. This is either for an individual pupil or a group of an appropriate size to play a musical instrument or sing and is not part of the National Curriculum.

- **Charging in Kind**

The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: DT, Science, Art/Craft if the parents have indicated in advance that they wish to own the finished product.

- **Swimming**

A voluntary contribution is requested to meet the costs of the swimming activity and cost of transport to the pool. The amount requested will be adjusted annually in line with actual costs.

- **Replacement of items**

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

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 additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

REMISSIONS

Where the parents of a pupil are in receipt of:

- Income Support (IS)
- Income-based Jobseekers Allowance (IBJSA)
- Income-related Employment and Support Allowance that was introduced on 27 October 2008
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income
- The guaranteed element of State Pension Credit
- Universal Credit in prescribed circumstances

The Governing Body will offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited to request in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

December 2017

Agreed by Governing Body: December 2017

Review date: December 2018