

# Crosslee Community Primary School



## Charging and Remissions Policy

## **Introduction**

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

## **Charging Policy**

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

## **Charges**

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours.

The Governing Body reserves the right to make a charge in the following circumstances for activities organized 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. This includes residential visits, a charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) the cost will not exceed the actual cost of provision. There may be occasions where these activities are subsidised by the school dependent on funding strands.

## **Voluntary Contributions**

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

The responsibility for determining the level of voluntary contribution is delegated to the Governing Body and the Headteacher.

Voluntary contributions will be used to:

- Cover all costs incurred by the activity

In the unlikely event of there being a surplus, this will be paid into the school fund to be used to subsidise other activities.

Where a voluntary activity takes place outside school hours a charge may be made to cover the cost of the activity.

Parents are asked to make regular voluntary contributions towards School Fund.

The Headteacher and / or Governing Body have discretion to subsidise or remit charges or cover all costs from any funds open to them.

All staff must ensure that the wording of any letters sent home to parents is within the law.

All staff should familiarise themselves with the law regarding charges.

**Refund of Voluntary Contributions**

Taking into account once voluntary contributions have been received to allow the trip/residential to take place, a firm coach booking is made and this will then include the pupil within the cost.

If a parent/guardian pays a voluntary contribution for a child and the child is then unable to go on the trip/residential due to unforeseen circumstances, the school may be unable to refund any part of the voluntary contribution that has already been spent or committed.

**Breakages**

In case of willful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

**General**

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

The Governing Body reserves the right to review the Charging and Remissions Policy as necessary.

May 2014  
Review March 2015

Chair of Governors ..... Date .....