



## **POLICY STATEMENT: *Charges and Remissions***

**DATE WRITTEN:** *November 2015*

**DATE FOR REVIEW:** *November 2017*

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Approved at a meeting of the Full Governing Body on Thursday 27<sup>th</sup> November

Signed:

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Chair of Governors

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Head Teacher

### **Charges & Remissions**

The Governing Body recognises the valuable contribution that a wide range of additional activities, including visits 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 pupils of the school and as additional optional activities.

The Governing Body may from time to time amend categories for which a charge may be made to take account of any changes in the LA Policy and the law.

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

- School journeys in school hours - the board and lodging element of residential activities deemed to take place in school hours.
- Activities outside school hours - the full cost to each pupil of the activities deemed to be optional extras taking place outside school hours.
- Music - individual instrumental tuition - the cost to the pupil for providing instrumental tuition.
- Resits of prescribed public examinations (where no further preparation had been provided by the school) - it is the intention of the LA to charge the full cost of the entry.
- Charges for ingredients, materials and equipment - cooking, DT and needlework - the Governing Body may charge for ingredients or materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.
- Damages or breakages - payment will be charged to parents for damage to property or equipment caused by the pupil.

### **Voluntary Contributions**

The Governing Body reserves the right to invite voluntary contributions towards the cost of visits which take place wholly or mainly during school hours and which may, or may not, be provided as part of the syllabus for a prescribed public examination and may, or may not, be required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance and admission charges, etc. Visits will proceed only if all of those who wish to go are willing to make a voluntary contribution, therefore making the trip viable. The Headteacher will decide whether or not a visit is financially viable. All voluntary contributions should be made and charges paid by a specified time, prior to the date of the proposed visit.

## **Remissions**

Where the parents of a pupil are in receipt of income support or family credit and are unable to pay, the Governing Body will remit in full the cost of board and lodgings for any residential activity that it organises for the pupil, if the activity is deemed to take place within school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.