



CHARGING AND REMISSION POLICY

Adopted by the Governing Body of
Steeple Morden Primary School

Date of first adoption: 28th March 2006

This policy is to be reviewed: Annually

The next review date is: Summer 2023

Review is the responsibility of: Governors' Resources Committee

REVIEW HISTORY

Review ratified: 13th July 2017

Review ratified: 18th October 2018

Review ratified: 18th July 2019

Review ratified: 15th July 2020

Review ratified: 30th June 2021

Review ratified: 12th July 2022

Signed: *M. Gardner* Dated: 12th July 2022
Chair of Governors

Signed: *[Signature]* Dated: 12th July 2022
Headteacher

Education during school hours

- 1.1 Any activity required specifically by the syllabus for a public examination, or to fulfil a statutory duty relating to the National Curriculum cannot be charged for, except for the board and lodging element of residential trips. Remission from board and lodging charges is available to families in receipt of family credit or income support, on production of proof of eligibility and, in special circumstances, to those experiencing financial hardship.
- 1.2 Any activity wholly or mainly in school hours, other than the above, is similarly available free of charge to those in receipt of family credit or income support. Voluntary contributions towards the cost of the activity may be invited and the school reserves the right to cancel the activity if insufficient funds are available.
- 1.3 In certain circumstances, the provision of a trip in school time may be entrusted to a 'third party', for example a tour operator. The school will be responsible for advising parents on the adequacy of the arrangements made by the third party to secure the safety and welfare of the children. In these cases, a charge can be levied direct on the parents by the third party.
- 1.4 Tuition in playing any musical instrument, where the tuition is provided either individually or to a group of no more than four pupils, other than as part of a prescribed examination syllabus, may be charged for.
- 1.5 There is no charge for group or class music tuition, but parents may be invited, voluntarily, to make a contribution to the cost of hiring instruments or providing music.
- 1.6 Parents cannot be required to supply any books, materials or other equipment for use in school hours, but parents are invited to assist with the provision of the basic items listed in the school prospectus.
- 1.7 On a voluntary basis, parents may contribute to the cost of optional extras and other curriculum-related expenses.
- 1.8 When a child is "looked after" by the authority no charges may be raised for music tuition and associated costs. Resources already allocated for "looked after" students may be used in this case.

2. Education outside school hours

- 2.1 Any activity required specifically by the syllabus for a public examination or to fulfil a statutory duty relating to the National Curriculum cannot be charged for, except for the board and lodging element of residential trips. Remission from board and lodging charges is available to families in receipt of family credit or income support, on production of proof of eligibility and, in special circumstances, to those experiencing financial hardship.
- 2.2 Charges may be made for out-of-school trips on the basis of parental willingness to pay for these 'optional extras'. No remission is available for these trips.

3. Public Examination

The cost of rescrutinising the result of an examination may be passed on to parents.

4. Breakages and Damages

The Governors are entitled to require parents to pay for the cost of damage caused by the pupil's behaviour (e.g. breakage of a window, damage to furniture). This also applies to lost, damaged or defaced text books.

Guidance for staff:

Paragraph for Letters to Parents

We would be grateful if you could support us in providing this event by making a suggested voluntary contribution of £XX. Whilst it is not compulsory for you to pay for this event we are only able to provide this opportunity for learning by obtaining contributions from parents/carers. We may have to cancel this activity if there are insufficient donations.

Children who receive a Pupil Premium Grant will not be required to fully pay for trips. Day trips will be funded fully by the Grant and parents will be asked to pay a portion of the fees of residential trips between 20-30%. This information will be treated in the strictest confidence.

Full details on the law on charging for school activities in schools maintained by local authorities in England is set out in **Sections 449-462 of the Education Act 1996**