

# Giffards Primary School Charging and Remissions Policy

This policy was developed in the Spring term 2009 through a process of consultation

**Agreed by Governors**

20th May 2009, reviewed Nov 2011, reviewed October 2013, March 2016  
and July 2016, Dec 2018, April 2020

Signed \_\_\_\_\_

**Review Date**

March 2022

## **Charging and Remission Policy Statement**

The Governing Body of Giffards Primary School 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.

### **CHARGES**

The governing body reserves the right to make a charge to parents/carers in the following circumstances for activities organised by the school:

#### **School Journeys in School Hours**

- The full, voluntary, cost to each pupil of all approved activities and residential activities deemed to take place in school hours.

#### **Activities during the school day in School**

- The full, voluntary contributions may be sought for activities during the school day that are carried out in the school which entail additional costs. For example; **swimming** and from time to time we may invite into school a non-school based organisation such as theatre groups, storytellers and subject specialists. Such organisations may charge the school for their services and we may pass all or a portion of this fee onto the parents as if the visitor visits the school it saves on transport costs for our children to visit them.
- **Individual Instrumental Tuition**  
A charge can be made for tuition provided individually or to a group of no more than four pupils in a musical group, even if within school hours. The cost to the pupil for providing any peripatetic provision will be arranged with the musical provider (usually the LA).
- **Charging in Kind**  
The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: D&T (including cookery), Science, Art/Craft. The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

#### **General**

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

Voluntary contributions can be requested for any of these school activities, where there is a cost incurred by the school. There is no obligation to make a contribution, and no pupil will be treated differently if no contribution is forthcoming. Parents will, however, be reminded that the failure to raise sufficient contributions to cover the cost of the activity may cause the activity to be cancelled but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of non payment of voluntary contributions. Voluntary contributions invited from parents will not include a share of the cost of remission for any pupil for whom the governing body agrees to remit the charge, however will include a 5% admin charge.

### **Residential visits and Activities out of school hours**

- The governing body reserves the right to charge the full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours such as residential visits.

Education outside school hours may be charged for. Parents must agree to their child participating and be willing to meet any charge. Any charge made cannot exceed the cost of provision for each pupil. It can include the cost of transport, board and lodging, materials and equipment, and non-teaching staff costs, together with the appropriate proportion of teaching staff costs where a teacher or instructor has been engaged specifically for the purpose of providing the activity. Teachers attached to the school have a contract of employment and no charge can be made to cover their costs.

Again a 5% admin charge will be included.

### **REMISSIONS**

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body may offer to remit in full or part 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 on request from parents in receipt of eligible benefits (see below). The Headteacher in consultation with the Chairman of Governors will make authorisation for such remission.

**Eligible benefits are the same as for Free School Meal applications.**

Policy to be reviewed every two years.