

## Charging & Remissions Policy

### 1 Introduction

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, trips, residential experiences, musical and theatrical performances can make towards a pupils' personal and social education. These experiences provide pupils with experiences beyond the normal scope of the National Curriculum.

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.

### 2 Charges.

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

- Residential visits.
- Instrumental music tuition usually organised in small groups and subject to the availability of a suitably qualified music teacher.
- Visits from outside groups – e.g. theatre companies and music groups.
- Some before and after school clubs where a non school staff member is brought in to lead the club.

#### 2.1 Charges in Kind.

Where a child participates in a food technology activity, the parents or carers will be asked to make a nominal contribution on the understanding that the finished product will be consumed by the child or brought home at the end of the day.

#### 2.2 Residential Trips.

Where the trip is essential to the National Curriculum requirements the charge will be made for board and lodging. Where the trip is non essential a charge will be made to cover the whole cost of the trip.

#### 2.3 Music Tuition.

The school will make a charge for individual and small group music tuition if the teaching is not an essential part of the National Curriculum. Music Tuition is currently provided by the Suffolk County Music Service. Decisions regarding group size and lesson length are taken on sound musical and educational grounds.

Remission of charges will be at the discretion of the Governing Body. (See section below)

## **2.4 Damage and Loss to Property.**

A charge will be made in respect of wilful damage, neglect or loss of school property including premises, furniture, equipment, books or materials. The charge will be the cost of replacement or repair, or a lower cost at the discretion of the Headteacher.

## **2.5 Other Charges.**

The Headteacher, Finance Committee or Governing Body may make charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted Report.

## **3 Remissions.**

The Headteacher, Finance Committee or Governing Body may from time to time decide to remit all or part of the cost in respect to an activity, if they feel it is reasonable in the circumstances. Consideration for remission of costs will be considered where children are eligible for free school meals. Consideration may also be given in other circumstances.

When arranging a chargeable activity or an activity where a voluntary contribution is requested, the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or in full. Authorisation of remissions will be made by the Headteacher in consultation with the Chair of Governors.

## **4 Voluntary Contributions.**

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing an educational activity for pupils.

The Governing Body will from time to time review its Charging and Remission Policy and inform parents in writing of any amendments.

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