

# **Coton-in-the-Elms Primary School**

## **CHARGING & REMISSIONS POLICY**

Last Reviewed: FGB 26 11 15



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## 1. Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including 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 additional optional activities. The Governing Body reserves the right to ask for a voluntary contribution to meet the full costs (except in Charges 1 below) for any activity taking place in or out of school and although the Governors accept that for school time activities, no child may be penalised because their parents are unable or unwilling to contribute voluntarily towards the cost, the Governors reserve the right to inform parents that if insufficient voluntary contributions are forthcoming then the activity could be jeopardised.

This policy sets out the school's attitude to charging, describes each type of activity which will be charged for and explains when charges will or will not be made.

This policy will be reviewed annually by the Full Governing Body at the first FGB meeting of the year usually in September and will be adjusted in line with any subsequent guidelines from the DfES or LEA. Parents will be notified of its content on the school website and a copy of the policy will be made available to our new starters in September.

## 2. Charges

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

Parents will be required to meet the full board and lodging element of the annual school residential trip, except:

1. Where children are legally entitled to remission (see Remissions below)
2. Consideration may also be given to hardship cases where pupils are not in receipt of pupil premium funding (those in receipt of free school meals in the previous 6 years), at the discretion of the Headteacher. The Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation will be made by the Head in consultation with the Chair of Governors.

- Activities Outside School Hours

Parents/carers may be asked to pay a nominal charge towards the cost of activities organised out of school hours eg after school and lunchtime clubs.

- Music Tuition

A charge for individual tuition in the playing of a musical instrument is permitted unless it forms part of the syllabus for a prescribed public examination or is required by the National Curriculum whether it is provided within or outside the school hours. Where a charge is proposed, parental agreement must be obtained. This will then be seen as a private contract between parent and teacher and a charge negotiated between them.

- Swimming Transport

Due to the high costs of transport to and from Greenbank Leisure Centre, parents are asked to make a voluntary contribution of a £1.00 per week towards the transport costs.

- Ingredients For Practical Studies

Parents are to be encouraged to meet the costs of materials when the finished product is to be kept by the pupil. No child to be disadvantaged because of parents' inability/reluctance to pay. Costs will be met from a contingency fund if necessary.

- Breakages and Wilful Damage to School Buildings, Furniture or Property

Parents made aware that wilful damage will be charged to parents by School.

- Charges for Lettings

The Governing Body will follow directions from the LA regarding the use of school premises. Charges and arrangements are set out in the LA Lettings Policy.

- Photocopying Charges

5p per A4 black and white copy will be charged for any photocopying connected with personal use.

10p per A4 colour copy will be charged for any photocopying connected with personal use.

- Telephone Charges

As the majority of staff have mobile telephones it is not expected private calls will be needed through the school telephone system. If needed the charges will be:

5p per minute local calls

40p per minute for mobile, 0870 and 0845 numbers

10p per minute for national calls

### **3. Remissions**

Children, for whom the school receives pupil premium funding (those in receipt of free school meals in the previous 6 years), are entitled to the remission on charges for board and lodging costs during residential school trips. The other mentioned charges in this policy may also be remitted for such children. Such parents will be invited in confidence to apply for the remission of charges in full or part.

The School will keep a contingency fund in the Private School Fund to meet such costs. The amount in this fund will be reviewed regularly and fundraising specifically for this fund will be arranged if necessary.

## **4. Collecting & Banking Sums Collected**

The school will maintain accurate records of all charges collected.

All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account. (See Financial Regulations and Roles and Responsibilities Document)

**PC Reference:**

**Charging & Remissions Policy**

