



Charging and Remissions Policy

The Governing Board of St Faith's CE 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 Board 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.

During School Hours

In the event of activities organised by the school during school hours, parents may be expected to pay for the following:

- Individual or group musical tuition: no refund is due if the pupil is absent from the lesson
- The board and lodging element of all residential visits
- Activities arranged by a third party such as a travel agent or tour company.

Outside School Hours

Charges may be made for optional courses or activities, which fall wholly, or mainly outside school hours. This may not include any activity, which is required by the National Curriculum or to fulfil statutory duties relating to Religious Education. Charges made for such activities may include an element for:

- Pupils' travel costs
- Pupils' board and lodging costs
- Materials, books, instruments or other equipment
- Non-teaching staff
- Entrance fees to museums, theatres etc
- Insurance costs.

Voluntary Contributions

The school or Governing Board may seek voluntary contributions for activities falling outside those described where charges might be made. Parents will be informed early in each school year that the following apply:

- There is no obligation to make any contribution
- Pupils will not be treated differently according to whether parents have made a contribution
- An activity may not take place if there is insufficient financial support.

When the school is seeking voluntary contributions for activities, we will convey the following information to all parents concerned:

- Details of the activity
- The total cost of the activity per child
- A clear understanding that the activity will not take place unless the parent is willing to make a voluntary contribution of the total cost per pupil
- Parents may seek advice from the school and we will do our best to offer advice and assistance relevant to the circumstances.

Remissions

Pupils whose parents/carers receive benefit may be entitled to remission of charges. The headteacher and governors will consider sympathetically cases of genuine need seeking help with these charges and will endeavour to remit those they feel are necessary from the school's budget or an alternative source. Any discussions with parents, or decisions made, will be confidential.

The school will reserve the right to charge for damage to school property where a pupil has acted wilfully. In any major instance the Chair of Governors will be informed, who will in turn consult the parent. This is not a voluntary contribution.

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TEACHER'S NOTES

Under section 106-111 and 117-118 of the Education Reform Act 1988 [and subsequent legislation] schools are able to ask parents to contribute to activities offered by the school.

A voluntary contribution may be requested on the understanding that it is voluntary and that no child, during the normal school day, will be refused attendance.

However it is within the remit of the Charging Policy to request a voluntary contribution on the understanding that if the sum total required is not forthcoming then the trip will not proceed.

In any letter to parents the addition of the following must be included:

The total cost of the trip will be £XXXXX which when divided amongst the class is £XXXX per child. We Therefore request a voluntary contribution of £XXXX. If the voluntary contributions do not meet the cost of the trip then we must unfortunately cancel the outing and any contributions received will be returned.

I do / do not wish to make a voluntary contribution for the class outing to.....

I enclose the sum of £XXXX

Signed _____ [Parent / Guardian]

If you have any particular difficulty or if you are in receipt of benefits please let the school know as we may be able to offer assistance.