



## **Charging & Remissions Policy**

**for**

**Canon Popham Church of England (VA)  
Primary & Nursery School**

PERSON RESPONSIBLE FOR POLICY:	Mrs A. Navas
APPROVED:	DATE: 14 July 2017
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TO BE REVIEWED	July 2018

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## **Vision Statement**

*Our vision is to work together as a Christian community to nurture our children within a happy, stimulating and caring school.*

*A place where:*

- *Christian values are at our heart: endurance, compassion, thankfulness, forgiveness, justice and hope*
- *Everyone is unique and welcome*
- *We respect and care for everyone and everything around us*
- *High standards are expected and achievements celebrated so that everyone is able to reach their full potential*
- *Self-esteem and confidence are nurtured on a journey of self-discovery*

*Everyone Matters!*

## **Introduction**

This policy informs staff and parents about charging for school activities. It conforms to guidance included in the Fair Funding Scheme for Financing Schools and the Guide to the Law for School Governors.

The school's charging policy is based on the following:

- That no charge is made for provision of education during school hours except where teaching individual children or groups to play a musical instrument if the teaching is not essential to delivery of the National Curriculum or a public examination syllabus for an approved examination.
- No charge is made for activities that are an essential part of the syllabus for an approved examination.
- The school operates the discretion to invite parents to make contributions for school time activities.
- Charges are made for activities that operate outside of school hours when these activities are not a necessary part of the National Curriculum or do not form part of the school's basic curriculum for religious education.

## **Charging for School Activities**

Charges are made as follows at the discretion of the Governing Body as to which activities may be the subject of a charge and which may be funded from the delegated budget.

## **School Visits**

Costs incurred for the board and lodging element of residential trips during school time are passed on to parents, subject to the remissions policy.

Costs incurred for residential or other visits held out of school times that are regarded as 'optional extras' are passed on to parents in full. When such visits are provided as a required part of the syllabus for a prescribed public examination, or required in relation to the National Curriculum or religious education, then only the board and lodging element is passed on.

Parents are notified in advance of all activities and events, which require special financial considerations. The notification includes a description of activities to be undertaken and the anticipated cost.

### **Music Tuition**

Charges are made for teaching either an individual or a group of pupils to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

### **Materials**

Parents may be charged for, or asked to provide ingredients or materials for activities such as baking, when they wish their child to take home the finished product.

### **Voluntary Contributions**

Where voluntary contributions are sought the following points are taken into account:

- Contributions from parents are only considered when the schools own resources are known to be inadequate to meet the desired range and level of service to be offered to the pupils.
- All requests to parents for contributions make it clear that these are voluntary.
- Parents not wishing, or able to make a voluntary contribution, but wishing their child to be included, must make the fact known directly to the head teacher, who will treat this information in the strictest confidence.
- Voluntary contributions are sought from parents in receipt of Income Support or Family Credit in line with the remissions policy set out in the section below
- If insufficient contributions are received for the activity to be financially viable it will be cancelled and a full refund given.

Voluntary contributions are requested from parents for such activities as:

- Theatre visits
- School trips
- Musical events

### **Remission of Charges**

Where charges are made for activities, if parents are experiencing financial difficulty they are invited to speak to the Headteacher in the strictest confidence. Arrangements can be made for money to be paid over an extended period of time and in some instances, support may be provided to reduce the cost to parents.

### **Activities Arranged by a Third Party**

Activities arranged by an outside organisation (e.g. outside providers of after school and holiday clubs) may incur a charge for parents. In these circumstances the cost of activities and payment arrangements are organised by the third party and do not need to meet the policy on charging and remissions.