

# **SUTTON CE (VC) PRIMARY SCHOOL**



## **CHARGING & REMISSIONS POLICY**

**Version 2019:v1**

Approved by staff  
Approved by Governors

February 2019  
February 2019

## **To be reviewed annually**

### **SUTTON CE (VC) PRIMARY SCHOOL**

### **CHARGING POLICY**

#### **1. Purpose**

We aim to provide a broad, balanced curriculum for pupils within our care. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions from parents. Without that financial support the school would find it impossible to maintain the quality and breadth of educational experiences provided for pupils.

#### **2. Responsibilities**

The Governors, in consultation with the Headteacher, are responsible for the implementation of the charging policy and the determination of any individual case arising from the implementation of this policy.

#### **3. We will make a charge for:**

##### **3.1 Day and part day educational visits.**

For visits during school time the Headteacher will invite voluntary contributions from parents to meet the cost of the visit. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled. Pupils will not be treated differently according to whether or not their parents have made any contribution. **This includes contribution towards swimming transport.**

##### **3.2 Residential Trips**

Parents will be charged for the full cost of the visit including travel, board and lodging, materials, equipment, tuition, entrance fees and insurance.

##### **3.3 Instrumental Music Tuition.**

The school levies charges in respect of individual music tuition, and group music tuition, if the teaching is not an essential part of the National Curriculum.

### 3.4 Materials and equipment.

No charge is made for materials and equipment used in curriculum time. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials used.

### 3.5 Breakages and damages.

Governors will require parents to pay for the cost of damage caused by a pupil's behaviour (eg breakage of a window, damage to furniture). This also applies to lost, damaged or defaced textbooks.

### 3.6 Lettings.

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities (refer to the school's Lettings Policy).

### 3.7 Other Charges.

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, eg for providing a copy of an OFSTED report.

## 4. Calculating Charges

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot.

## 5. Remissions

In circumstances of family hardship that makes it difficult for pupils to take part in particular activities for which a charge is made or where parents are in receipt of family credit or income support, the school will invite parents to apply in confidence for the remission of charges in part or in full.

Authorisation of remissions will be made by the Headteacher and will be at her complete discretion but subject to guidance, if any, by the Governing Body. This may involve the school applying for financial support for such activities for any one of a number of local trusts.

**6. Arrangements for monitoring and evaluation**

This policy will be reviewed annually by the Governors Finance and Personnel Committee and may be amended as appropriate. Any eventuality not covered by this policy will be considered by the Headteacher and Governors and a decision made in line with the LA Policy of Charging.

This policy will next be reviewed in October 2018 by the Finance and Personnel Committee.