



## Southwick Church of England Primary School

### CHARGES AND REMISSIONS POLICY

#### Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

#### Definition

The school day is defined as: from the morning starting time to the afternoon closing time, as they may be from time to time defined. The midday break does not form part of the school day.

#### Responsibilities

The head teacher will ensure that staff are familiar with and correctly apply the policy.  
The Governors will review the policy not less than every two years.

#### Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. The Governing Body may charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

Charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument are excluded. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example field trips.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If as a result of parents' being unable or unwilling to contribute to costs the budget for that activity (e.g. swimming), then that activity will be curtailed as soon as the budget is exhausted. In such a case, all parents will be informed as to the reasons for the curtailment.

From time to time we may invite a non-school based organisation such as a visiting drama group or storyteller to arrange an activity during the school day. We may ask for voluntary contributions to help towards the cost of this but again, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

#### Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example sewing club, theatre visits etc. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

#### School Visits

There are no funds available within the school to provide for school visits taking place, wholly or mainly in school hours. Parents will be asked for a voluntary contribution to cover the cost of such visits. The price indicated will only be sufficient to cover the actual costs incurred. If insufficient voluntary contributions are made, the visit may be cancelled.

Charges will also be made for board and lodging for residential visits. All parents are offered the option of paying in instalments over a period to suit them. In cases of hardship the Headteacher will consider in their absolute discretion the remission of costs (either in full or in part) for those pupils who they consider will benefit.

**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 or will not.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

**Damage caused by pupils**

The head teacher may charge parents for damage to school property wilfully caused by a pupil or pupils.