



# Smithdown Primary School

## Charging and Remissions Policy

Adopted: October 2015

## **CHARGING AND REMISSION POLICY**

### **All schools are required to have a policy towards Charging and Remission for activities that take place in and out of school hours.**

*The Governing Body of Smithdown 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 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.*

Smithdown Primary School operates the following policy:

- a) It is proposed that where activities take place during school session time or out of school session time, parents will be invited to make voluntary contributions towards the total cost.
  - Such activities may include, class outings, day visits and any group of visiting actors, musicians, etc. A pupil will not be debarred from taking part in the activity because the parents cannot or will not contribute, but the activity may not take place unless sufficient voluntary contributions are received to cover the cost.
  - If insufficient voluntary contributions are raised to fund a visit or the school cannot fund it from some other source then it may be cancelled.
  - In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who are not participating e.g supply teachers.
  - If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.
  
- b) For any activity that takes place outside of school session time e.g. theatre visit, craft and cookery club and residential visits charges will be levied as appropriate.
  
- c) Voluntary contributions may be sought to cover miscellaneous expenses e.g. festival events

d) Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out that charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. They also make clear that no charge may be made in respect of a pupil who is looked after by the Local Authority.

### CHARGES

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school:

#### Extra Curricular and School Clubs

Clubs and activities provided by third parties may be chargeable

#### Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made may be offered at no charge or a reduced charge to parents/carers in particular circumstances.

#### Friends of Smithdown

Friends of Smithdown raise funds through the provision of community events and school activities for children. The Association may charge children and families to attend such entertainment/events when appropriate. Children usually attend in sufficient numbers to ensure a profit is made for the Association funds, which are dedicated to providing additional resources for school and/or cover costings associated with that event.

#### Charging for Breakages, damage or loss

Subject to the school recognising that accidental damage can occur, the school will seek to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. Damage to books, equipment or fabric of the building is unacceptable and offenders are expected to make good the cost of such damage. Parents will be charged for willful damage by their children, to school property.

**In the event of books being lost or damaged, parents/carers will be asked to replace or refund the total cost of each book.**

i.e, £5.00 which would cover the actual cost of a school reading book.

