



Charging and Remissions Policy

Policy Written By: Tracy Satherly

Policy Reviewed: January 2021

Review Date: January 2022

Policy to be taken to Governors: Yes

Policy Category: Finance



The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Local Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The schools concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances - provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of Finlay Community Primary School has decided that until further notice its policy will be as follows:

1. **Day Visits***

For visits occurring during school time the school will invite a voluntary contribution from parents to meet costs. For visits outside school time parents will be charged for all allowable costs.

2. **Residential Visits During School Time***

The school will invite voluntary contributions from parents to meet costs other than children's board and lodgings.

3. **Residential Visits Outside School Time***

Parents will be charged for the full cost of the visit, including all allowable costs* and board and lodging.

* Allowable costs include:

- a. The pupils travel and subsistence costs;
- b. Materials, books, instruments and other equipment;
- c. Non-teaching staff;
- d. Costs of teaching staff where separately engaged under a contract for services for the visit or activity;
- e. Entrance fees to museums, castles, theatres, etc;
- f. Insurance costs;

**Charges may be waived or reduced for children whose parents make application to the Head.*



4. **Any Visit Required Because of Recognised Public Examinations, the National Curriculum or the Law on Religious Education**

As for 2 above.

5. **Breakfast Club**

A charge of £2.00 will be made per pupil per day to attend Breakfast Club. The Pupil Premium budget can be used to support Pupil Premium children attending Breakfast Club at the discretion of the Headteacher.

6. **Instrumental Music on an Individual Basis**

Music tuition fees are charged by the school on a termly basis. These fees are reviewed annually by the Governing Body. Musical instruments may be hired from the Music Office at Colwell Centre for Arts in Education. Payments for instrumental hire will be dealt with directly by the Colwell Centre.

Tuition fees and instrumental hire charges are reduced in respect of children whose parents are in receipt of Income Support, Job Seekers Allowance or Child Tax Credit.

7. **Swimming Lessons**

All children will be given swimming lessons. Parents will be asked to make a voluntary contribution towards the cost of this activity.

10. **Review**

The Governors of the school are required to keep their policy under review. The review will take place annually at the appropriate meeting.

Agreed at meeting Dated _____ Signed _____

Next Review Date: