

**ELLESMERE  
PRIMARY SCHOOL**



**Charging & Remissions Policy**

Review Date: November 2020

**Introduction**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social 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.

**Charging Policy**

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

**Charges**

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

*Activities outside school hours*

The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours. This includes residential visits, a charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) the cost will not exceed the actual cost of provision.

*Individual/Group Instrumental Tuition*

The cost for providing individual/group instrumental tuition. The charge will not exceed the cost of provision. Children in Care who wish to have instrumental tuition are entitled to free tuition.

*Charging in Kind*

The cost of materials, ingredients (or provision of them by parents) for practical subjects if the parents have indicated in advance that they wish to own the finished product.

### **Voluntary Contributions**

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. The contributions will not exceed the actual cost. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

### **Breakages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher, in consultation with the Chair of the Governing Body, may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **General**

The Governing Body may, from time to time amend the categories for which a charge may be made. The Governing Body reserves the right to review the Charging and Remissions Policy as necessary.

### **Remissions Policy**

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the Governing Body will remit in full the cost of board and lodging for any residential activity (classed as an optional extras taking place outside school hours).

In other circumstances the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full.

The Headteacher in consultation with the Chair of Governors will make authorisation of remission.

**Member of staff responsible: Mr Stuart Roberts**

**Date to be reviewed: November 2020**