



# Charging & Remissions Policy

## Swaffham Prior C of E Primary School



At Swaffham Prior we want all children to learn within a safe, and peaceful community. Through broad and balanced experiences, we inspire wonder, encourage perseverance and individual growth. Our Christian values underpin our peaceful school where we work in partnership with families to nurture the whole child and instil compassion towards others providing a basis for a hopeful future.

**September 2019**



**Swaffham Prior C of E Primary School**  
**Charging & Remissions**

**Philosophy**

DEMAT and Swaffham Prior CE Primary School recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

**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.

Guidance from DFE- OCT 14

**2. Responsibilities**

The Local Governing Body, in consultation with the Head teacher, is 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:**

**a. Day and part day educational visits**

For visits during school time the Head teacher will invite voluntary contributions from parents/carers 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.

**b. Residential visits**

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

**c. 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.

**d. School Dinners**

A charge will be made for school meals, except in cases where a child's entitlement to Free School Meals has been confirmed. There is an expectation that school dinners will be paid for in advance. At the Head teacher's discretion pupils may, in extenuating circumstances, continue to be provided with school meals for maximum of 3 days after their credit has run out so as to give parents/carers a period of grace during which to effect payment.

**e. 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.

**f. Breakages and damages**

The Local Governing Body 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.

**g. Other charges**

The Head teacher or The Local Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. 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 Head teacher and will be at his/her complete discretion but subject to guidance, if any, by the Local 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 Local Governing Body and may be amended as appropriate. Any eventuality not covered by this policy will be considered by the Head teacher and the Local Governing Body and a decision made in line with the DEMAT Policy of Charging.