



Lees Primary School Charging and Remission Policy

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including visits, 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.

Charges

The Governing Body reserves the right to make a charge for activities organised by and/or on behalf of the school including but not exclusive to:

- **School Visits in School Hours**
The board and lodging element of approved residential activities deemed to take place in school hours
- **Activities outside School Hours**
The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours
- **Individual Instrumental Tuition**
The cost to the pupil for providing any instrumental tuition not part of normal LA peripatetic provision
- **Charging in Kind**
The cost of materials, ingredients and equipment for activities or events beyond the normal provision in school
- **Breakages and Lost Books**
Where a pupil/parent has caused damaged to school property either intentionally or accidentally and a charge has been made to school to make good the damage, then a charge not exceeding this amount will be made to the parent. The school reserves the right to charge for the cost of the replacement of the book plus administration, or if easier, parents can replace themselves

General

This policy statement does not preclude the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of non-payment of voluntary contributions. The Headteacher may decide that insufficient contributions have been received and cancel the visit or activity. If the activity is cancelled due to a lack of voluntary contributions any monies received will be refunded.

Remissions

Where the parent of a pupil is in receipt of Free School Meals, the Governing Body offers to remit an amount towards the board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum. Where a parent or carer may be unable to meet the full cost of a school visit or activity the Governing Body may meet part or all of that cost.

The Governing Body may wish to remit in full or in part the cost of other activities. Authorisation for such remission will be made by the Headteacher.

Reviewed by the Policy Working Party November 2015