

# **Saltersgate Junior School**

## **Charging and Remission Policy**

**PERSONS RESPONSIBLE FOR POLICY:**

**MRS M E OXER: HEADTEACHER  
Mrs A Webber: CHAIR OF GOVERNORS**

Revision Date	Revision Version	Previous Revision Date	Previous Version	Summary of Changes
30/11/09	1			New Policy
04/04/11	2	30/11/09	1	Music provision
12/02/13	3	04/04/11	2	None
Spring 2015	4	12/02/13	3	None
Spring 2016	5	Spring 2015	4	Cancellation fees
Spring 2017	6	Spring 2016	5	None

The Governing Body of Saltersgate Junior School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupil's 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 in the following circumstances for activities organised by the school:

#### **School Journeys in School Hours**

The board and lodging element of approved residential activities and any associated additional costs 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.

*Please note that cancellation of places by parent/carer for residential visits may incur additional fees according to the length of notice given. These fees will be passed to the parent/carer.*

#### **Individual Instrumental Tuition**

The cost to the pupil for providing any instrumental tuition not part of wider opportunities peripatetic provision.

#### **Charging in Kind**

Pupils are issued with all their books and materials at the beginning of each year. The Governing Body reserves the right to charge for such equipment should they need replacing due to loss or damage.

#### **General**

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes 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 voluntary contributions.

#### **Remissions**

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body will offer to remit in full the cost of full 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.

When arranging a chargeable activity such parents will be invited in confidence to complete the associated forms to enable the school to claim for the remission of charges in full on their behalf.