



Sudbury Primary School Charging Policy April 2016

The school is not entitled to enforce a charge on activities or visits that take place during the school day. Voluntary contributions to help finance such activities are welcomed from parents but no pupil will be excluded from an activity in the event of his or her parent / carer not being in a position to contribute. However, if sufficient contributions are not received and the activity is not financially viable then the school reserves the right to cancel.

The school is entitled to charge for :-

1. education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
 - c) part of religious education.
2. examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
3. transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
4. board and lodging for a pupil on a residential visit;
5. extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
6. Instrumental lessons within school which have been requested by parents unless the pupil is in receipt of school meals or is a looked after child.

In calculating the cost of these activities an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the activity;
- the cost of buildings and accommodation;
 - non-teaching staff;
 - teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
 - the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.
 - board and lodgings on residential visits,

Where school property is lost, damaged or broken as a result of a pupil's misbehaviour, parents or carers will be asked to meet the costs of repair or replacement.

Remission of some of the above charges may be available, from the school funds, for those in financial need. This is at the discretion of the Head teacher and Chair of Governors.

Charging in Kind

Where parents indicate in advance that they wish to own the finished product of a practical activity they may be asked to provide or pay for any ingredients, materials, equipment etc needed. No child will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

The Governors will apply the statutory minimum remissions to any charges which they make, that in respect of pupils whose parents are in receipt of:

- Universal Credit in prescribed circumstances;
- Income Support (IS);

- Income Based Jobseekers Allowance (IBJSA);
 - support under part VI of the Immigration and
 - Child Tax Credit, provided that Working Tax
- assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
 - an income related employment and support allowance that was introduced on 27 October 2008.



Asylum Act 1999;

Credit is not also received and the family's income (as

Parents of pupils who are in receipt of any of the above will not be expected to pay for board and lodgings during a residential visit.

Any further remission of charges will be at the absolute discretion of the Governors. Enquiries relating to remissions should be directed to the Head teacher and will be treated in confidence.

Signed:

Date: