



## Stoke by Nayland CEVC Primary School

### Policy for Charging and Remission

#### **Introduction:**

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

#### **Charges**

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

- School trips taking place within the normal school day
- Activities outside the normal school day, (*including residential*).
- Musical instrument and vocal tuition, providing the tuition is provided at the request of the pupil's parent.
- Nursery Lunch Club or Breakfast Clubs.
- Some Friends of the School activities, e.g. discos.
- Visiting professionals, e.g. a visiting theatre group.
- Extra curricular clubs, e.g. Football, Dance, Gymnastics ("Optional Extras").

The Governing Body has the right to make a charge to parents for all or part of the cost of providing such tuition. Charges will not exceed the cost to the School of such activity or tuition.

The School may ask for voluntary contributions towards an activity that takes place within school hours, for School equipment or to the School's funds generally.

#### **Remissions**

With all activities, consideration will be given to those who may not be able to contribute financially to such activities as noted above. Pupils should not be excluded from an activity or "Optional Extra" due to financial considerations.

Parents must be made aware of the support available if they receive:

- Universal Credit;
- Income Support;
- Income based Job Seeker's Allowance;
- Child Tax Credit as long as the parents do not receive a Working Tax Credit and annual income does not exceed £16,190 (limit for financial year 13/14).
- Support under Part VI of the Immigration and Asylum Act 1999

The Governing Body will seek to support an application for a grant to cover the cost of board and lodgings for any residential activity that it organises. In other circumstances, there may be cases of family hardship that make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Headteacher will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation for remissions will be made by the Headteacher in consultation with the Chair of Governors, the remission coming from contingency funds.

*The Headteacher and Chair of Governors reserve the right to cancel activities or visits where voluntary contributions are insufficient to make such activities viable.*

Notes:

The Headteacher and / or 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 providing education for pupils.

Signed..... (Headteacher)

Signed..... (Chair of Governors)

Date November 2016

Review Date November 2017