

**CHILHAM ST.MARY'S  
CHURCH OF ENGLAND  
PRIMARY SCHOOL**



**Charging & Remissions  
Policy**

**DOCUMENT REVIEW (EVALUATION)**

DATE OF REVIEW: **January 2017**  
STAFF RESPONSIBLE: **Headteacher / Bursar**  
NEXT REVIEW: **April 2019**

*Our Mission Statement*

*We work together to provide a loving and caring environment, strongly founded upon Church of England beliefs. Everyone is valued and respected and encouraged to 'learn to love and love to learn!'*

## **Principles and Purpose**

The purpose of this policy is to give a framework and guidelines to the school's charging for:

- 1) Curriculum Activities in School Time
- 2) Extra Curricular Activities outside of School Time
- 3) Residential Activities

This Policy will be reviewed on an annual basis by the Governing Body's Resources & General Purposes Committee and will be adjusted in line with any subsequent guidelines from the DfE or Local Authority.

## **Curriculum School Based Time Activities**

The school may invite parents and others from time to time to make a voluntary contribution towards any part of the school's work, and to permit the provision of activities which might not otherwise be possible. Parents will be informed of the decision to ask for contributions at the planning stage of activities. Planned activities may be cancelled if financial support is not forthcoming. No student will be left out of any activity provided in school time because his/her parents cannot or will not make a voluntary contribution. Parents may be asked to make a voluntary contribution towards activities taking place in school time, or towards activities which are a necessary part of the National Curriculum, or towards activities that form part of the school's basic curriculum for religious education.

Voluntary contributions may be requested from parents to cover the cost of ingredients or materials for practical subjects, particularly where the finished article is kept by the student.

## **Extra-Curricular Activities and Clubs Outside of School Hours**

Activities outside school hours and not within the National Curriculum are classed as "optional extras". Parents/guardians will be asked to meet the full cost\* of these activities. In the case of residential experience, every effort would be made to offer value for money but the cost may be quite high. If a student is unable to go on a trip (unless this is because of ill health), after the initial deposit has been paid and a place allocated, they will still need to pay the full cost\*, unless another pupil is able to take his/her place.

The school will use its discretion to offer assistance in any case where there is hardship.

\*Wherever possible the school subsidises clubs and residentials to keep costs down for parents. This depends on the overall financial position of the school and is at the discretion of the Headteacher.

The school can legally charge for clubs that it runs as optional extras outside of school hours (8.50am - 3.15pm). Wherever possible the charge for clubs is consistent. When the club is offered by an external provider, the cost of that provider can be passed on to the parent exactly but, as stated earlier in this policy, we will endeavour to subsidise from our funds if possible and at the Headteacher's discretion.

### **Music Tuition (Peripatetic Music Teaching)**

Individual music tuition takes place on the basis of private charges between tutors and parents. Permission to leave mathematics and Literacy lessons to receive such lessons remains at the discretion of the Headteacher at all times but is facilitated wherever possible provided it is not to the detriment of the pupil's progress in core curriculum areas.

### **Fundraising**

General fundraising and sponsorship may be used to allow additional activities to take place. Fundraising will not be used to fund activities where payment is already being requested from parents as this would effectively be charging for the activity twice.

The school will use its discretion to offer assistance in any case where there is hardship, this can include using pupil premium to support vulnerable groups or individuals who may otherwise not be able to access activities (curricular or extra-curricular)

### **Photocopying and laminating**

Photocopying – Charges for private photocopying are as follows:-

Black & white	A4	7p per copy
Black & white	A3	13p per copy
Colour	A4	13p per copy
Colour	A3	25p per copy
Laminating*	A4	60p per copy
Laminating*	A3	£1.20 per copy

Voluntary Groups, PTA and private users will be asked to meet these costs even when raising funds for the school through activities as the costs have to be accounted for in our budgetary expenditure.

\*Laminating is by agreement of the headteacher

### **Breakages, Damage to Property**

Parents/guardians will be expected to meet some or all of the costs of breakages or damage to school buildings, furniture or property.