



# Chilham St Mary's CE Primary School

## CHARGING & REMISSIONS POLICY

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Policy agreed: September 2019  
Policy review: September 2021

*At Chilham St Mary's, we are a diverse, loving community of learners, committed to providing firm foundations where everyone can grow in the knowledge and power of God's love. We encourage and support every individual to explore and achieve their own potential, rooted within our unique, historic environment.*

***Based on DfE document 'Charging for School Activities, October 2014'***

### **1. Purpose**

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as 8.55am – 3.15pm.

### **2. Relationship to other school policies**

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

### **3. Responsibility**

The headteacher will ensure that the following applies:

#### ***3.1 During the school day***

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which entail additional costs, such as a school trip or a workshop provided by an outside organisation. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

#### ***3.2 Optional activities outside of the school day***

We may charge for optional, extra activities provided outside of the school day, for example clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

#### ***3.3 Residential Trips***

Charges will be made for board and lodging, except for pupils whose parents are in receipt of

*Love      Trust      Respect      Honesty      Forgiveness      Perseverance*

benefits, when costs will be covered by Pupil Premium

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity.

### ***3.4 Music Tuition***

No charges will be made for instrumental or other music tuition unless the tuition is provided at the request of the pupil's parent; on the understanding it will incur a charge. Children in receipt of Pupil Premium are entitled to have individual music lessons paid for by their allowance or other charitable donations.

### ***4. Calculating charges***

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through pupil premium, voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### ***5. Arrangements for monitoring and evaluation***

The Finance Monitoring Group of the governing body will monitor the impact of this policy every two years