



**Burnham on Crouch  
Primary School**  
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# CHARGING AND REMISSIONS POLICY

Staff consulted: Summer 2018  
Ratified by the Resources Committee: Sum18  
Review date: Sum20

## **CHARGING AND REMISSIONS POLICY**

The purpose of this policy is to set out when charges will be levied for activities and the circumstances under which voluntary contributions will be requested from parents/carers.

It also outlines the circumstance when exceptions are made and when payments will not be expected for school activities.

### **RESPONSIBILITIES**

The Governing Body of the school are responsible for determining the content of the policy and the Headteacher for implementation and ensuring that staff are familiar with and correctly apply the policy.

#### **1. VOLUNTARY CONTRIBUTIONS**

- a. When necessary parents will be asked to make a voluntary contribution to enable trips or extra activities to take place in school time. All requests to parents for contributions will make it quite clear that the contributions are voluntary. Children of parents who do not contribute will not be treated differently.
- b. Reception Class parents will be asked to make a voluntary contribution towards provision of a snack. Children of parents who do not contribute will not be treated differently.
- c. If a particular activity cannot take place without some help from parents that will be explained to them at the planning stage.
- d. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled. No pupil may be left out of an activity because his or her parents cannot, or will not, make a contribution of any kind.

#### **2. MUSICAL INSTRUMENT TUITION**

- a. Charges will be made for teaching either an individual pupil, or groups of up to four, to play a musical instrument, if the teaching is not an essential part of the National Curriculum.
- b. Charges will be made for sheet music, certain musical instruments or their hire.
- c. When charges are to be levied the parents will be asked to indicate their written agreement in advance.
- d. Charges will be in accordance with the scale as approved from time to time by the Local Education Authority.

### **3. RESIDENTIAL TRIPS**

For the Year 6 residential visit charges can be made as the school provides board and lodging which is the primary cost of the visit.

Pupils whose parents are receiving Income Support; Income-based Jobseeker's Allowance; Support under Part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the prescribed maximum), have the right to claim free board and lodging for residential trips. The Headteacher should inform all parents of the right to claim free activities if they are receiving these benefits.

### **4. EXTRA CURRICULUM AND EXTENDED SCHOOLS CLUBS**

Our Extra Curriculum and Extended Schools Clubs are additional activities over and above the curriculum requirements. Parents/carers of children may ask for their child to join these clubs and a fee will be charged to cover the staffing, tuition, materials and administrative costs.

If there are particular family circumstances regarding payments, parents/carers are encouraged to contact the Headteacher.

Children experiencing financial difficulties or on free school meals may be supported via pupil premium monies, at the discretion of the school.

### **5. SWIMMING**

- a. The school complies with the National Curriculum requirements for swimming. In addition the school ensures that all pupils are able to participate in swimming lessons.
- b. Parents will be asked to make a voluntary contribution to cover the cost of swimming lessons.
- c. Parents will be notified in advance of the suggested contribution, and it will be made clear that the contribution is voluntary and no child will be treated differently from the rest regardless of contribution.
- d. Parents will be advised that without sufficient parental contributions it will be impossible to provide swimming lessons for all children.

### **6. CHARGING FOR FINISHED PRODUCTS**

A charge may be levied to cover the costs of materials/ingredients for subjects such as design or food technology, where parents have indicated in advance that they would like their child to bring home the finished product.

## **7. CLOTHING**

Although no charge can be made for “equipment” for use in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents can therefore be asked to provide their children with such things as cooking aprons, PE and sports kit.

## **8. PROPERTY**

Parents/carers will be asked to make a contribution to meet the cost of damages or breakages where this is a result of their child’s poor behaviour. This will include the cost of damages, defaced or lost reading and/or library books.