



1839 † Bures School

BURES CEVC PRIMARY SCHOOL Charging and Remissions Policy

General

The Governing Body recognises the valuable contribution which a wide range of 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.

1. *School Journeys in School Hours*

To include day trips with an educational focus and residential visits with a board and lodging element which are deemed to take place within school hours.

2. *Activities outside School Hours*

The full cost to each pupil of the following activities deemed to be optional extras and which take place outside school hours:

- Breakfast Club
- Specific Sports Coaching from external organisations (eg karate, gymnastics, tennis)
- Clubs held at lunchtime or after school (eg yoga, cookery)
- Children's social events organised by Bures School PSA (eg bingo, film club, discos)
- Residential journeys taking place at weekends or during school holidays
- Theatre and other educational visits
- Performance and activities for pupils for which a charge is made (eg school play)

3. *Instrumental Music Tuition*

The cost to the pupil for providing the following individual instrumental tuition:

- Violin
- Piano
- Clarinet

Any individual instrumental tuition which takes place within schools hours will be charged, unless it forms part of the syllabus of a prescribed public examination or the National Curriculum.

The charge for instrumental music tuition will be reviewed annually and parents informed.

4. *Purchase or hire of instruments, materials, equipment and clothing*

An annual voluntary contribution towards (or the provision of them by parents) the following:

- Water bottles – a voluntary contribution of £1 per pupil (Reception to Year 6);

- Student Planner books for Year 6 – a contribution towards the additional costs of these resources.

5. *General*

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.

Remissions

Where the parents of a pupil are in receipt of:

- Income support; or
- Income-based Job Seekers Allowance; or
- Guaranteed element of State Pension Credit; or
- Child Tax Credit (TC 602), no Working Tax Credit and a joint annual income of below £16,190; or
- Supported under part VI of the Immigration and Asylum Act 1999

The Governing Body will remit in full the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum when requested to do so.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher (up to £500) or Senior Teacher (up to £50) in consultation with the Chair of Governors and/or Finance Committee.

Monitoring and Review

The financial effects of this policy on the school budget will be monitored, as they arise, by the Headteacher and the Finance Committee.

This policy will be reviewed annually by the Governing Body or when there are changes under the charging provision of the Education Reform Act 1988.

Reviewed: February 2016

Review Date: February 2017