



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 and for activities organised by and associated with the School.

#### *1. 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)

#### *2. Instrumental Music Tuition*

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

- Violin
- Clarinet

Any individual instrumental tuition which takes place within school 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.

#### *3. General*

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made and may, at its discretion, raise a charge on a service provider where the Governing Body and/or one of its Committees has spent time and/or resource dealing with an issue impacting the School.

**Explore. Believe. Shine.**  
**"The Adventure Awaits..."**

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.

### **Voluntary Contributions**

As an exception to the charges set out above, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School trips within the school day
- Transport to a musical performance
- Transport and entry fees to Sporting events and competitions.

**There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.** If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

### **Remissions**

Where the parents of a pupil are in receipt of:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,105
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

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 Deputy Headteacher (up to £50) in consultation with the Chair of Governors and/or Finance Committee.

**Explore. Believe. Shine.  
"The Adventure Awaits..."**

### **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 every three years by the Governing Body or when there are changes under the charging provision of the Education Reform Act 1988.

Date: Spring 2018

Review Date: Spring 2021