



**Alma  
Primary**

עולם חסד יבנה  
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# **Alma Primary Charging and Remissions Policy**

## **Policy no. 12**

Responsibility: *Marc Shoffren*  
Governor responsible: *TBA*  
Start date: *January 2014*  
Review date: *Spring 2019*

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### Policy Development

| Change  | Responsible | Date   |
|---|-------------|--------|
| Additional note on charging for family activities | MJS         | Jan 19 |
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# Alma Primary Charging and Remissions Policy

## Executive summary

**A copy of this executive summary is in the staff handbook, where any changes to should be reflected.**

**Key points:** This policy outlines the areas for which the Headteacher and Governing Body will make a charge for pupil activities. This includes:

- School outings and residential trips in school time
- Activities outside school hours
- Materials
- Acts of vandalism and negligence
- In some cases, recovery of examination fees e.g. external music exams or other accreditation
- Copying charges

## 1. Introduction

- 1.1. The Head Teacher and Governing Body recognises the value of providing a wide range of experiences to enrich and extend children's learning and to contribute to their personal development.
- 1.2. The Head Teacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities, however, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.
- 1.3. This policy will set out the circumstances in which charges will be made for school activities and when charges may be waived in order to ensure that all children have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.
- 1.4. Throughout this policy, the term "parents" means all those having parental responsibility for a child.

## 2. Aims. The Headteacher and Governing Body aim:

- to encourage and promote external activities which give added value to the curriculum;
- to make school activities accessible to all pupils regardless of family income;
- to provide a process which allows activities to take place at a minimum cost to parents, pupils and the school;
- to respond to the wide variations in family income while avoiding adding additional unexpected burdens to the school budget.

## 3. Charging. The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- 3.1. The costs of school outings and residential trips, including the board and lodging element of the residential experience, as well as any insurance costs;
- 3.2. The full cost for each pupil of travel, accommodation, entrance fees, insurance charges and any other costs associated with outings or residential trips in the United Kingdom and abroad, which take place at weekends and during holidays and which are deemed to be optional extras.
- 3.3. The costs of extra-curricular activities outside school hours or during non-teaching time including, breakfast club, lunch time clubs and after-school care provision.
- 3.4. The full costs associated with individual or small group tuition in the playing of a musical instrument, whether in or out of school time.
- 3.5. The full costs of activities which take place wholly or mainly outside of lesson times, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties related to the National Curriculum or to Religious Education.
- 3.6. The cost of essential ingredients or materials for practical subjects, where the school is not able to provide these, or if parents have indicated in advance that they wish to own the final product;

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- 3.7. The full costs of entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside of school hours.
  - 3.8. The full costs of re-sits of prescribed public examinations where no further preparation has been provided by the school.
  - 3.9. The full costs of entering a student for a prescribed public examination where the Governing Body has decided there are educational reasons for not entering the student. If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination. If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the school has paid an entry fee, the school may seek to recover the fee from the parent. There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the school.
  - 3.10. The costs (full or partial at the head teacher's discretion) of breakages caused by students. A charge is unlikely to be made for accidental breakage, unless the student was not heeding previously stated safety procedures. The recovery of the full cost of deliberate breakage or vandalism will be sought by the school.
  - 3.11. The full or partial costs of any family learning activity either in school time or outside of normal school operating times.
  - 3.12. The school reserves the right to charge an administrative fee for certification of passports, driving licences, confirmation of examination results, photocopying etc.
- 4. Voluntary contributions.** Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. Such contributions are voluntary, so that children of parents who do not contribute will not be discriminated against, however if insufficient contributions are received identified school activities may be cancelled.
- 5. Remissions.** Where the parent(s) of a student are in receipt of qualifying state benefit(s), the Governing Body will remit in full the cost of board and lodging for
- 5.1. Any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination;
  - 5.2. Any residential visits outside school time which are covered by the following criteria, where the education is provided:
    - To fulfil any requirements specified in the syllabus for a prescribed public examination;
    - Specifically to fulfil statutory duties relating to the National Curriculum;
    - Specifically to fulfil statutory duties relating to Religious Education.
    - The costs of individual instrumental music tuition will also be remitted in all cases where
      - the individual tuition is provided as part of the syllabus for a prescribed public examination
      - or is required by the National Curriculum;
  - 5.3. The Governing Body delegates to the Headteacher the power to remit charges in full or in part to other parents after considering other specific hardship cases. Parents are invited to apply, in the strictest confidence, for the remission of charges in part or in full, which the Headteacher will remit, where appropriate.
- 6. Monitoring, Evaluation and Review.** The Governing Body will review this policy at least every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.