



# Crowlands Primary School

## Charging and Remissions Policy 2016-18

Status:	Reviewed every 2 years
Reviewed and Agreed	Leadership and Management Committee
Date:	Autumn 2016
Reviewed:	Summer 2017
Next Review Date:	Autumn 2018
Approved by Governing Body	

**Statement of intent**

The Governing Body of Crowlands Primary School recognises the valuable contribution that the wide range of additional activities, including trips and clubs, can make towards pupils' 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.

Signed Chairman of Governors Tony Wood



Signed Headteacher H. McClenaghan



### **Charges**

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

#### School Visits in School Hours

Parents are asked to make a contribution to cover the cost for their child's share of the total expenditure. If necessary the school will financially support trips through a subsidy from school fund/budget. Without parents'/carers' contributions the viability of the trip is in question and may result in cancellation. Children of parents who are unable, or unwilling, to contribute may not be discriminated against.

#### Residential Visits

Each year residential trips are organised for pupils in Year 6. We ask parents/carers to contribute on a regular basis for this trip until the balance has been paid.

This is with the exception of pupils whose parents are receiving:

universal credit, income support, income based job seekers allowance, support under part V1 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 £16190 and an income related employment and support allowance.

These parents are exempt from paying for the cost of board and lodgings. The HT must inform all parents of the right to claim free board and lodgings if they are receiving these benefits.

#### Activities outside School Hours

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

#### Music Tuition

A charge will be made to parents of pupils receiving recorder and vocal tuition, except where the tuition is essential to fulfil the requirements of the National Curriculum. All other music tuition is now operated independently by Havering Music School.

#### Charging in Kind

The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: CDT, Science, Art/Craft.

#### Breakfast Club

A charge will be made to parents currently set at £3.50 per morning and agreed by the Governing Body. This fee will cover supervision and breakfast.

### **Nursery**

Parents whose children stay all day will be required to pay a supervision charge currently set at £5.00 per hour and agreed by the Governing Body. If availability, parents can pay to top up their child's place to 30 hours per week. This fee has been set at £75.00 per week plus £5.00 per day lunchtime supervision.

### **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 additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

The Head Teacher has discretion to waive charges as they think fit.

It is the intention of the Governing Body that charges do not result in a 'profit' for the school. In the event of a profit being made this will be refunded to parents/carers if the amount exceeds £5 per pupil. If the amount of profit is less than £5 per pupil the profit will be put back into school funds to be used towards the next educational visit.

### **Remissions**

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher in consultation with the Chair of Governors will make authorisation for such remission.