

<b>Date Approved</b>	Finance and Premises Committee: 25/09/2017
	Governing Body 03/10/2017
<b>Signed</b>	Jo Hazlewood (Chair of Governors)
<b>Minuted</b>	03/10/2017
<b>Date of Next Review</b>	Autumn 2018

**STUTTON PRIMARY SCHOOL  
CHARGING AND REMISSIONS POLICY**

**ADDITIONAL ACTIVITIES ORGANISED FOR PUPILS - CHARGES  
AND REMISSIONS**

**Introduction**

1. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences, can make towards pupils' personal and social education.
2. 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:

3. **School Journeys:** residential journeys arranged from time to time for pupils
- 4 **Activities outside school hours:** The full cost of the following activities deemed to be optional extras taking place outside school hours:
  - Occasional PTA discos for children and parents at the school
  - Other performing arts events organised outside school hours by the school or PTA
  - School productions, plays, concerts, etc. for parents outside school hours
  - After school clubs and activities

**5. Instrumental Music Tuition:** Recorder tuition is offered from time to time at no charge, but individual guitar tuition and violin tuition rely on voluntary contributions from parents. Funds will be made available, if possible, to subsidise these lessons, as set out in 9 below.

**6. Materials, Instruments, etc.** The Governors reserve the right to charge for the cost of purchase, or hire, of instruments, or materials for a specific project, where parents have indicated in advance that they wish to own the finished product.

**7. General:** the Governing Body may from time to time amend the categories of activities 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**

**8.** In the following circumstances, the Governing Body may 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:

- Where a pupil is in receipt of (or registered for) free school meals
- Where a pupil attracts Pupil Premium funding from the DfE
- Where a pupil's family is in receipt of 'Income Support' 'Income Based Job Seeker's Allowance', and 'Disabled Person's Tax Credit' and, in certain circumstances, Working Tax Credit.
- Other exceptional cases not falling within the criteria listed above.

Also in the above circumstances the Governing Body may wish to remit in full or in part the cost of other activities. The circumstances in which remissions will be made will be reviewed on an individual basis.

**9.** 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 school 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.

**10.** If there are insufficient funds held in the school for the purpose, or if there are insufficient financial contributions from parents to make

additional activities viable, then *Governors* reserve the right to cancel or postpone such activities.

**Revised November 2007: Agreed & Signed 6<sup>th</sup> November 07**

**Reviewed October 08, October 2009, Autumn 2010, Autumn 11, Autumn 12, Autumn 13 Autumn 14, Autumn 2015, Autumn 2016, Autumn 2017. Next review Autumn 2018**