

OTLEY AND WITNESHAM FEDERATED PRIMARY SCHOOLS

Charging and Remissions Policy

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards a pupil's 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;

➤ **School Journeys in School Hours**

These include costs associated with travel and participation in visits which enhance the teaching and learning in the school. These may be museum visits, theatre visits, farm visits, wildlife centre activity days, approved adventurous activity days.

The Y5/6 residential trip which takes place every two years for five days.

➤ **Activities Outside School Hours**

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

Clubs taking place before or after school, which may include a range of sports, music, art etc.

PTA / WSA events, discos etc.

➤ **Instrumental Music Tuition**

These are the costs charged for providing additional tuition organised by the school music service, in accordance with 'The Charges for Music Tuition (England) Regulations 2007'. Charges will not exceed the cost to the school for such tuition. Charges will not be made where a pupil is in receipt of (or registered for) Free School Meals. (The nationally agreed criteria for this are available at <https://www.gov.uk/apply-free-school-meals/suffolk>).

The decision about charges for instrumental tuition will be reviewed annually and parents informed.

➤ Materials, Instruments etc.

This may include the costs of purchase or hire of instruments, materials or clothing (or the provision of them by parents) for approved activities named above.

The Governing Body may charge for materials used in the making of items which they wish to own when completed and where they have been informed in advance of the activity. Typically these may include items from Design Technology or art.

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 a pupil is in receipt of (or registered for) Free School Meals (the nationally agreed criteria for this are available at <https://www.gov.uk/apply-free-school-meals/suffolk>), the governing Body will remit the full cost of board and lodgings for any residential activity that is organised for the pupil if the activity is deemed to take place within school hours or where it forms part of the syllabus for the National Curriculum.

In other circumstances there may be a case of family hardship which makes 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 full. Authorisation of remission will be made at the Headteacher's discretion, in consultation with the Chair of Governors.

This policy will be reviewed every two years or when necessary.

| Mr Richard Benstock
Headteacher

| Reviewed by Governors

November 2018