



**Guildhall Feoffment Community Primary  
School**

**Charges & Remissions Policy**

Approved by the Governing Body

Signed: \_\_\_\_\_

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to be 'R. H. J.'.

Chair of Governors

<b>Document Title</b>	Charges & Remissions Policy
<b>Description of Document</b>	Policy
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<b>Reviewed By</b>	Full Governing Body

## School Charges & Remissions

### General

The Governing Body recognises the valuable contribution which a wide range of activities, including educational visits and residential experiences, can make towards pupils' personal and social education. Such activities should be seen as an integral part of a broad and balanced curriculum for all pupils.

The Governing Body aims to encourage and promote such activities within a general policy framework.

### Charges

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

Activity	Charge
Educational Visits in School Hours. (In certain circumstances these may extend slightly beyond the school day)	The full cost.
Clubs and extra-curricular activities run by school staff outside school hours	The full cost.
Clubs and extra-curricular activities run by third parties, including activities organised by Friends of the Feoffment.	In accordance with the terms agreed with the third party. Payment will be collected by the third party.
Materials, Equipment, Instruments etc	<p>The cost of purchase or hire of instruments, materials, equipment or clothing for activities such as music, cookery and art, and individual instrumental tuition which takes place within school hours, unless it forms part of the syllabus of a prescribed public examination or the National Curriculum;</p> <p>Parents may be asked to provide materials, equipment or clothing for activities such as music, cookery and art.</p> <p>The Governing Body may charge for materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.</p> <p>The Governing Body may charge for the replacement of lost or wilfully damaged property or equipment.</p>

<p><b>Photocopying</b></p>	<p>The Governing Body reserves the right to charge for photocopying requested by parents e.g. requests made to copy material from the Pupil File. The rate charged will be that recommended by the Local Authority.</p>
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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 voluntary contributions towards the cost of providing education for pupils.

### **Remissions**

Under certain circumstances, the Governing Body will consider remission either in full or in part, of the cost of an activity, if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

Application must be made in writing to the school.

Consideration will be given to the parent/carer's individual circumstances and will take in to account whether the child is in receipt of Free School Meals.

Decisions about such remissions will take into account the school's budget resource allocation relative to such activities.

### **School Trips/Visits**

Where contributions from parents towards the cost of a trip or activity result in a shortfall against costs of more than £50 (not including agreed contributions from Pupil Premium), the Headteacher will liaise with the Chair of Governors to decide whether or not the activity will proceed. If it is cancelled as a result of a shortfall, any contributions that have been received will be refunded as appropriate.

### **Refunds**

In the case of a pupil not participating in an event as a result of illness, a refund will be considered but will depend on the terms agreed with the venue or event organiser. Wherever possible, the school will refund in full upon written request.

Refunds cannot be made for any element of the cost that relates to coach travel, as this is booked on the basis of whole group participation and costs calculated accordingly.

This policy will be reviewed every two years, or sooner if deemed necessary.