

CHARGING AND REMISSIONS

Doc: QBPS 13  
Issue: 03  
Date: Nov 2017  
Review Date: Nov 2020

## CHARGING AND REMISSIONS POLICY

### QUEEN BOUDICA COMMUNITY PRIMARY SCHOOL

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REVIWED & APPROVED BY:

Resources Committee  
November 2017

#### ISSUE AND REVISION RECORD

<u>Date</u>	<u>Issue No.</u>	<u>Details</u>	<u>Review Date</u>
August 2009	01	Original	August 2011
September 2014	02	No Changes	September 2017
November 2017	03	Minor changes to wording on letters	November 2020

The Governing Body of Queen Boudica Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences 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.

## **VOLUNTARY CONTRIBUTIONS**

The Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment
- school funds generally

Pupils of parents and carers who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled. Once a decision has been made to continue an activity, no child will be discriminated against on the grounds of voluntary contributions.

The following phrase will be inserted into each letter requesting a voluntary contribution:

'A contribution of £..... is requested to enable this ..... activity/trip to proceed. Parents and carers who are unable or unwilling to make the voluntary contribution, are required to indicate so on the return slip below.

In the event that insufficient contributions are received by ....., and no other funds (to cover the shortfall) are available, the activity/trip will need to be cancelled. '

## **CHARGES**

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

- School journeys (residential systems) in school hours - The board and lodging element of approved residential activities deemed to take place in school hours. Transport and other costs may be charged where they are outside school hours, or are not deemed to be fulfilling part of the National Curriculum.
- Activities outside school hours - The full cost to each pupil of all activities deemed to be optional extras taking place outside school hours.

- Individual instrumental tuition - the cost to the pupil for providing any instrumental tuition through the Local Authority peripatetic scheme or other tutors.
- Charges for finished products - the cost of materials, ingredients, equipment (or the provision of them by parents). The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

Damage to property - the Governing Body reserves the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

### Optional Extras

Activities can be charged for where the activity takes place outside school hours. These can include:

Pupil's travel costs.

Board and lodging

Materials, books and other equipment

Non-teaching staff costs

Entrance fees to museums, theatres etc.

Insurance costs

The cost of engaging a teacher, who is already employed by the Authority, on a contract for service, as distinct from a contract of employment, specifically for the activity.

### General

The Governing Body may from time to time, amend the categories of activity for which a charge may be made.

## **REMISSIONS**

The Governing Body does not wish to see any child disadvantaged by their parent(s) or carers inability to pay. The Governing Body will remit all charges payable by parents and carers of a pupil in respect of board and lodging for the duration of a residential trip if the parents meet the criteria for the Pupil Premium Grant

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 parents will be invited to discuss in confidence the possibility for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher with due consideration for financial implications of such decisions.