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Loving. Living. Learning.  
Hackforth & Hornby C of E Primary School. Charging & Remissions Policy.

## **Hackforth & Hornby C of E Primary School. Charging & Remissions Policy for School Activities.**

### **Introduction**

The Governing Body recognises the valuable contribution that the wide range of additional curriculum activities, including trips and residential experiences can make towards pupils' 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.

### **Charges**

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

#### **Residential Trips in School Hours (Optional Curriculum Activities)**

Board and lodging costs for residential trips. Participation in optional residential activities will be on the basis of parental choice and a willingness to meet the charges. Remissions may be considered, as detailed below. The Governing Body reserves the right to charge for an element of the cost of supply to cover teachers accompanying children on residential trips.

#### **Activities outside School Hours**

The full cost to each pupil of any activity deemed to be an optional extra. Activities outside of normal lesson times and not within the National Curriculum are classed as 'optional extras'. Parents may be asked to meet the full cost of these activities. If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours.

#### **Curriculum Trips during School Hours**

Parents may be invited to make a **voluntary contribution** towards the cost of an activity to enable it to go ahead.

There is no obligation for parents/carers to contribute; no student will be excluded from an activity because parents/carers are unable to contribute.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset.

In the event of a shortfall, consideration of whether the curriculum activity will proceed will be taken by the Headteacher, in consultation, as appropriate, with either

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DFE Policy: Charging for School Activities; Education Act 1996, sections 449-462

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the Chair of Governors, or the Chair of the Premises Committee, on a case-by-case basis. The possibility of this is made clear to parents/carers. Notice of any school organised activity costing more than £50 per child must be given to the Governors.

### **Charging in Kind**

The Governing Body may 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.

### **Private Music Tuition**

Parents/Carers may wish to access private music tuition for their children during the school day (usually from the Local Authority Peripatetic Music Service). In this instance, charges are set by the outside agency and will be paid directly to the music service/provider by the parent/carer.

### **Extended Schools**

School provides a term time only wraparound school childcare service for 4-11 year olds at Before and After School Clubs. Charges are as follows:

- Morning session (8am - 8.50am), including toast and juice: £3
- Afternoon session (3.30 - 4.30pm), including biscuit and drink: £2

Whenever possible, parents/carers are asked to book and are invoiced in advance.

### **Non Attendance/Cancellation**

All requests for waiving fees will be at the discretion of the Headteacher.

### **Free School Meals**

For information regarding free School Meals, please see our School Office Manager.

### **Remissions**

Where there are cases of family hardship that make it difficult for pupils to take part in activities for which a charge is made, the governors will consider remitting the costs in part or full, this may be linked to pupil premium funding. Authorisation of remission will be made by the Headteacher up to £50 and amounts above in consultation, as appropriate with the Chair of Governors or the Chair of the Resources Committee. **Remissions will be treated confidentially.**

### **Breakages / Wilful Damage**

It is the Governing Body's policy that, at the discretion of the Headteacher, payment for any wilful damage may be required.

### **Autumn Term 2019**

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**Reviewed annually by the Governing Body**

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