



CHERITON PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY

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Related Policies	
Approved by the Full Governing Body	March 2024
Reviewed by	NP
Last Reviewed	March 2024
Date for Review	March 2025

AIM

Cheriton Primary School will aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of School facilities.

PRINCIPLES

- No charge for National Curriculum and related activities in school time
- Voluntary contributions may be requested for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity based on non-contribution
- Support is available towards part or all of the cost of an activity where there are financial difficulties.
- Charges may be made where it enables an increase in, or enriches non-statutory extracurricular provision at any time
- Charges may be made where time or costs are incurred by the school or its staff in activities that are not related to the education of the children within the school
- If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make it clear to parents from the outset that if insufficient contributions are received, the trip or activity may have to be cancelled. It will also be made clear to parents that there is no obligation to pay.
- The School will ensure that parents in receipt of Universal Credit, Income Support, Income Based Jobseekers Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 are aware of the support available to them when being asked for contributions toward the costs of school visits. For full details please see: <https://www.gov.uk/apply-free-school-meals>
- The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end the school will try to adhere to the following guidelines:
 1. Where possible the school shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
 2. The school have established a system for parents to pay in instalments.

3. When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- The Governing Body in conjunction with the Head Teacher will ensure that every trip provides good value for money.

KEY RESPONSIBILITIES

FGB

- Review and amend the charging policy on behalf of the governing body.
- Review regularly the charges for supplies and services and monitor whether actual income is in line with anticipated income.
- Evaluation of trip non-payment on school budget and assessment of mechanisms to facilitate trip payments by parents.

Head Teacher

- Will be responsible for drafting proposals for charges.
- Will provide reports to the governing body.
- If appropriate will provide effective financial administration enabling efficient budget management by the governing body.
- Manage and charge for unreasonable damage to school property.
- If required will manage the limited letting of school premises.

Staff

- Implementing the charging and remissions policy consistently.
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents/carers

- Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

PROCEDURES

1. Off-site extracurricular activities:

- A voluntary contribution not exceeding the actual cost will be requested.
- Residential study visits. A voluntary contribution not exceeding the total cost will be requested for specialist tuition, transport and residency fees.

2. On-site activities Curriculum Enriching Activities including:

- Musical instrument teaching Class based specialist teaching will be provided free of charge. The cost of peripatetic instrumental lessons to individuals or small groups will be met through either a combination of subsidy from the school's budget and charges to parents and carers, or 100% through charges to parents and carers. Charges are set on an annual basis and paid termly in advance. Parents and carers will be expected to hire or buy their child's own instrument; some instruments may be available for loan. In this case parents will be required to sign a Cheriton Primary School Instrument Loan Service and Agreement form.
- Extracurricular clubs

A charge may be levied for participation in extracurricular activities to meet the costs of materials and staffing as needed.

3. Letting of premises

There is limited demand for the school facilities due partly to its size and larger village hall. A specific document "Conditions of Hire of Premises" is in place to cover all aspects of letting of premises, this is located in the school office in the lettings folder.

4. Charges for services

Details of charges for photocopier, telephone and fax facilities are available from the school office. At the discretion of the head teacher a charge can be made for activities that take staff time and are not related to the education of the children (e.g. provision of references for children). Such charges will be agreed in advance with the governing body.

5. Arrangements for part or full remissions of charges

The governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges on application to the head teacher. The governing body will be informed in general terms of the total provided for each activity.

Further information

This document has been compiled in conjunction with the Department for Education "[Charging for School Activities](#)" May 2018