



**GREAT FINBOROUGH  
CHURCH PRIMARY**

# Charging & Remissions Policy

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| <b>Date Last Reviewed:</b>  | November 2016 |
| <b>Chair of Governors:</b>  |               |
| <b>Chair of Committee:</b>  |               |
| <b>Minuted:</b>             | 24.11.2016    |
| <b>Date of next review:</b> | As required   |

# Great Finborough Church Primary School

## Charging and Remissions Policy For Additional Activities Organised for Pupils

### 1. Introduction

- 1.1. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupil's personal and social education.
- 1.2. 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.

### 2. Charges

- 2.1. The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.
  - those organised for pupils outside of school hours or otherwise deemed to be an optional extra as defined in the Education Reform Act;
  - those involving a board and lodging element and deemed to be within school hours;
  - 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;
  - those involving the purchase or hire of instruments, materials, equipment and clothing (or the provision of them by pupils or parents) in cases where it has discretion so to do.

Examples include:

- The full cost to each pupil of activities deemed to be optional extras taking place outside school hours e.g. football club, singing club, school disco, recorder club, cycling proficiency.
  - The cost of purchase or hire of instruments, materials, equipment or clothing (or the provision of them by parents) for the following activities: recorders, Forest Schools
  - 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.
- 2.2. 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.

### **3. Remissions**

#### **3.1. *Free School Meals, Pupil Premium and Pupil Premium +***

Where parents of a pupil are in receipt of Free School Meals by meeting the following criteria:

- Income Support
- Income based Job Seeker's Allowance
- Income related Employment and Support Allowance
- Guarantee element of State Pension Credit
- Child Tax Credit, but not Working Tax Credit and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
- Supported under Part IV of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after their employment finishes or after they start to work less hours per week

or the school is in receipt of Pupil Premium or Pupil Premium + for a pupil, the Governing Body will remit in full the cost of board and lodgings for any residential activity that is organised for the pupil where 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.

The Governing Body will provide a free school jumper or cardigan to the child when their application for free school meals is first accepted. Thereafter the governing body will provide a set of badged uniform once per year while the child remains eligible under the criteria above.

The Governing Body will remit in full the cost of Breakfast, After School, and other Clubs run by the school for any pupil in receipt of Free School Meals or for whom the school is in receipt of Pupil Premium or Pupil Premium +.

The Governing Body will remit in full the cost of Breakfast, After School, and other Clubs run by the school for any pupil for whom the school is in receipt of Pupil Premium or Service Premium.

The governing body will provide a set of badged uniform once per year for any pupil for whom the school is in receipt of Pupil Premium or Service Premium.

#### **3.2. *Service premium***

The Governing Body will remit in full the cost of Breakfast, After School, and other Clubs run by the school for any pupil for whom the school is in receipt of Service Premium.

The governing body will provide a set of badged uniform once per year for any pupil for whom the school is in receipt of Service Premium.

#### **3.3. *Other circumstances***

In other circumstances, there may be cases of family hardship which make 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 in full. Authorisation of remissions will be made by the Headteacher in consultation with Chair of Governors or Chair of Finance Committee.