



SOUTH CAMBERLEY PRIMARY AND NURSERY SCHOOL

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Executive Headteacher: Mrs Nicky Wright



Charging and Remissions Policy

February 2020

Date of Approval	Date of Review
February 2020	February 2023
Status and Review Cycle	Statutory every 3 years



1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made
- To ensure all children's entitlement to equal access to all areas of the curriculum and activities provided by the school

2. Relationship to other school policies

This policy compliments the school's equal opportunities policy, curriculum policy, the teaching & learning policy and off-site activities policy.

3. Roles and responsibilities

3.1 Local Advisory Committee

The LAC has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Executive Headteacher.

The LAC also has overall responsibility for monitoring the implementation of this policy.

3.2 Executive Headteacher

The Executive Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

3.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Executive Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

3.4 Parents

Parents are expected to notify staff or the Executive Headteacher of any concerns or queries regarding the charging and remissions policy.

4. Charges

No charge can be made for education during school hours or education outside school hours, which forms part of the National Curriculum requirements. However, the LAC reserves the right to make a charge for activities organised by the school in the following circumstances:

Optional activities outside of the school day

We will charge for optional, extra activities outside of the school day such as enrichment clubs. These activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Parental agreement is necessary for the provision of an optional extra which are charged for. We reserve the right to withdraw the pupil from club if payments are not kept up-to-date.

Music tuition

A charge can be made for individual and / or group music lessons. The handling of money will be between the company or the individual private music tutor and the parent. The school will not act as an agent in transferring monies.

Residential visits

We can charge for transport, board and lodging on residential visits, but the charge must not exceed the actual cost.

Provision of materials

The school may charge for the cost of materials or ingredients (or request the provision of them by parents) for practical subjects where the parents have indicated in advance that they wish to own the finished product.

5. Voluntary contributions

The LAC may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. When sending out a request to parents for a voluntary contribution, the school must:

- Make it clear to parents that the contribution is voluntary
- Make it clear at the outset that the activity cannot be funded without voluntary contributions and that if there is insufficient support it may be necessary to cancel the activity (and reimburse any parents who have contributed)
- Ensure that children are not treated differently or discriminated against if their parents are unable or unwilling to contribute. All children must be given an equal chance to take part
- If there are limited spaces then the school's policy for allocating places must be made clear at the start

6. Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils, a member of SLT may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion. The school may also ask parents to pay for the cost of replacing a broken window or defaced, damaged or lost text books, etc. where this is a result of the pupil's behaviour.

7. Calculating Charges

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils in the year group / cohort.

The principles of best value will be applied when planning activities that incur costs to the school and / or charges to parents.

8. Remissions Policy

Parents of Pupil Premium pupils may request assistance with charges in instances where parents are asked to contribute towards the cost of a school residential trip. They are invited to complete the form (contained in Appendix A) stating the reason for the application and submit this to the Executive Headteacher to apply for a reduction of charges. The Executive Headteacher will decide if a reduction is to be applied based on each individual application.



Parent / Carer Application for a reduction in charges for school activities / residential trips

This form will be treated in the strictest confidence by the school

Pupil Details			
Name:		D.O.B:	
Class:			
Trip Details			
Venue:			
Date:			
Cost:	£		
Parent / Carer Details			
Name:	(print)		
	(signature)		
Tel No:			
Reason for Application			
I can confirm that my child is eligible for Free School Meals within the last 6-years			Yes / No
<p>Please state your reasons for this application in the space below. Please provide as much detail as possible. This may include, for example, attaching copies of benefit statements. All information will be treated in confidence. Please also state what your affordability is with regards to this trip and details of a payment plan which may assist you. If successful with your request then a payment plan will be devised which you will be asked to sign an agreement to (please complete on separate sheet / attach accompanying letter if required).</p>			
Payment Contribution Plan			
<p>Please state the amount that you are able to contribute towards the cost of the trip and a proposed payment plan which you would agree to.</p>			
<p>Please return this form to Mrs Wright, Executive Headteacher. We will contact you regarding this application as soon as possible.</p>			