



# South Camberley Primary and Nursery School

"We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, governors, volunteers and visitors to share this commitment."

## Charging and Remissions Policy

### **Aim**

To ensure all children's entitlement to equal access to all areas of the curriculum and activities provided by the school.

### **Objectives**

To inform staff and parents of the statutory rights for the access for all to the curriculum.

### **Educational Reform Act 1988**

Education provided by any maintained school for its registered pupils should be free of charge. This includes materials, books, instruments and other equipment. Parents may be invited to provide their children voluntarily with particular items, but no child should be at a disadvantage because of a parent's unwillingness or inability to contribute.

### **Charging for Music Lessons**

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

### **Charging for School Trips and Activities (Residential and Day)**

The Governors are committed to ensuring that all children have equal opportunity of taking part on day and/or residential trips. Every year an agreed sum is set aside from the Pupil Premium Funding to pay for those children whose parents cannot afford to pay for particular trips or activities.

For day activities either in or out of school premises for which a charge is needed, no child should be refused access to that activity because of their parents' refusal to pay a voluntary contribution. If insufficient people are able to make a voluntary contribution the activity will be cancelled.

Any optional extra activity for which a voluntary contribution is needed should not exceed the actual cost of providing that activity and the cost should be divided equally by the number of pupils for whom the activity is aimed at.

The monies of other pupils may not subsidise other pupils' participation in the activity. Any shortfall because of the parents' right to refuse to contribute shall be met from the school fund and any subsidy to be provided for families in need must come from Pupil Premium Funding.

The following will be added to all letters advising parents of a school trip:

"We must remind parents that the cost of this trip includes expenses that have been paid by the school when making bookings e.g. to coach operators and for accommodation. Therefore it is not possible to refund any part of the cost of the trip that has been paid or committed by the school if you withdraw your child."

### **Charging for Extra-Curricular Clubs**

The school may ask parents to pay for extra-curricular clubs. The charge will be for a term with no refund available, except in exceptional circumstances determined by the Executive Headteacher. The Executive Leadership Group will consider offering free places at payable clubs in exceptional circumstances and for Pupil Premium children.

### **Charging for Breakfast and After School Care**

The school will ask parents to pay for Breakfast Club and After School Care. The charge will be for a term with no refund available, except in exceptional circumstances determined by the Executive Headteacher. The Executive Leadership Group will consider offering free places at Breakfast Club and After School Care in exceptional circumstances and for Pupil Premium children.

### **Charging for INSET and Holiday Camps**

The school will ask parents to pay for INSET and Holiday Camps. The charge will be for a set period with no refund available, except in exceptional circumstances determined by the Executive Headteacher. The Executive Leadership Group will consider offering free places at INSET and Holiday Camps in exceptional circumstances and for Pupil Premium children.

### **Breakages and Fines**

The school may ask parents to pay for the cost of replacing a broken window or defaced, damaged or lost text books, where this is a result of the pupil's behaviour.

**Date ratified by Governing Body**

16<sup>th</sup> November 2016

**Date for review**

Autumn 2019