



Charging and Remissions Policy Statement May 2019

As required by the Education reform Act 1988 the School Governors are required to determine a charging and remissions policy. The Governors anticipate that it may be necessary from time to time to amend the policy, but, if so, parents will be notified accordingly.

1. Principles

The Governing Body respects:

- The fact that all pupils have the right to free education during school hours.
- The school has the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

2. School Hours

The school hours are when the school is actually in session. The midday lunch break is not included.

School hours

1 st session	9.00am - 10.30
Break	10.30-10.45
2 nd Session	10.45-12.00
Lunch	12.00-1.00
3 rd session	1.00-2.15
Break	2.15-2.30
4 th session	2.30-3.15

3. Activities

Musical Instrument Tuition – Charges will be made for small group instrumental tuition. This will be on a 'cover the cost' basis. Parents will have elected for their child to receive such lessons and will receive a regular invoice.

Materials / ingredients – Charges may be made for specialist materials or ingredients used in craft, design & technology or other activities. Charges may be made for any other activities, eg. nursery snack, baking, specialised sessions/tasks, theatre groups etc.

4. Remissions

The discretion to remit in part or in whole of any charges which may be made by the school has been invested by the Governing Body in the headteacher.

5. Damage and / or Loss

- Charges may be made for the cost of repairing or replacing any damaged property or item resulting from a pupil's inappropriate behaviour.
- Charges may be made for the cost of replacing any property or item, which has been loaned or hired to a pupil and not returned.

6. Voluntary Contributions

The school will ask for voluntary contributions for many 'extra' events that are planned and provided for the children during school time.

These may include:

- Educational visits to places such as museums, nature reserves, etc.
- Visiting theatre groups, puppet shows etc.
- Special events, including adventure activities.

It is anticipated that the money raised from voluntary contributions will cover the costs of the activity including any transport. No pupil will be excluded from an activity or visit dependant upon voluntary contribution if his/her parents are either unwilling or unable to contribute. If there are insufficient funds to cover the cost of the extra event then this event may be cancelled.

7. Extra-curricular Activities

Depending on the nature of activities offered outside school hours charges may be made and / or voluntary contributions requested.