



Charging and Remissions Policy

Nova Primary School Governor Information	
Model Policy	No
Local Changes	
Customisation*	
Originally Adopted	
Last Review Date	September 2017
Next Review Date	September 2018
* additions made to policy (eg local detail) but not a change to any policy structure	

History of most recent Policy changes – Must be completed

Date	Page	Change	Origin of Change e.g. TU request, change in legislation
Sept '17	2	Additional information added that is included in letter	Governors review
Sept '17	3	Instrumental tuition – added PP information	Governors review
Sept '17	4	Changed minimum value of a book to £3	Governors review
Sept '17	4	Reworded remissions section	Governors review

1 Rationale

The provision of a wide range of activities and opportunities for our children makes a very valuable contribution to their education. This enriches the curriculum.

2 Purposes

- To promote and provide a wide range of activities, clubs, trips and residential experiences
- To engage the support of parents/carers
- To allow all children the opportunity to take part in

3 Practices

The charges outlined below will have to be made periodically, but the school will attempt to keep these to a minimum. The governors reserve the right to amend the categories of activity for which a charge may be made.

4 Charges

The Governing Body may seek voluntary contributions from parents towards the cost of educational visits both inside and outside school hours.

Parents are given the following information in a letter at the outset of each activity:

- level of contribution
- contributions are voluntary
- activity will proceed provided sufficient funds are received to make it economically viable
- any child whose behaviour is unacceptable in school may not be allowed to take part in the activity
- a statement indicating if the school has subsidized the trip or not

Parents have the right to withdraw their voluntary contributions before, but not after, the booking has been made.

Parents are advised that activities are planned to stay within a reasonable budget over the year.

A refund will be considered if a child is absent or if a child has been prohibited from taking part due to unacceptable behaviour.

Activities where voluntary contributions may be asked for towards the cost include:

- educational day trips or half day visits
- outside providers in school
- art & design materials
- design & technology materials

Costs incurred are generally to cover travel and admission.

The Governing Body reserves the right to charge parents if they choose for their child to take part in the following activities:-

Residential Visits

All costs incurred to a residential stay at premises away from school.

50% reduction for Pupil Premium children

33% reduction for twins

After School Sport

Providing expert Coaches to organise after school sporting opportunities. No refund will be made if the child is absent. A refund will be given if the Coach does not teach agreed number of sessions in the term.

Instrumental Tuition

The cost of providing musical tuition, such as violin lessons, drums and guitar. No refund will be made if the child is absent. A refund will be given if the teacher does not teach agreed number of lessons in the term. Pupils who are eligible for pupil premium funding receive a 50% discount for music tuition.

Ingredients, materials and equipment

When the children are involved in practical work, parents may be charged for ingredients for Food Technology activities and materials for Design Technology and/or Art & Design activities; alternatively they may be asked to provide ingredients or materials.

Damage, breakages or loss

Parents may be required to pay in full or part for any damage to the school premises or breakages / loss of school property where this is a direct result of their child's actions or behaviour. A minimum charge of £3.00 will be made for a lost or damaged reading or library book depending on the value of the book.

A charge of £1.00 will be made for the loss or willful damage to an item of stationery e.g. ruler/exercise book.

The Governing Body has agreed that the following activities should be fully funded by parents/carers unless full funding is provided by an alternative source e.g. Free School Meals.

Dinner money

Refer to Schools Meals and Other Debt Policy

Breakfast Club

Breakfast Club is charged per item of food. This payment should be received on the morning that the child is attending. The Governing Body has agreed that the school will not fund or partially fund children's use of Breakfast Club from the revenue budget. However each year consideration will be given to offering Pupil Premium funding places. This will be dependent on funding each financial year and the places will be limited.

5 Remissions

The school will meet with on request parents/carers who are in a financial situation that may inhibit their children being able to participate in their chosen activities and discuss ways to support them.