



Cadishead Primary School

*Charging and Remissions Policy*

**Policy Review Sheet**  
**Charging and Remissions Policy**

| Date Reviewed | Date of Next Review | Name/signature |
|---------------|---------------------|----------------|
| Autumn 2013   | Autumn 2014         |                |
| Autumn 2014   | Autumn 2015         |                |
| Autumn 2015   | Autumn 2016         |                |
| Autumn 2016   | Autumn 2017         |                |
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## **CHARGING AND REMISSION POLICY**

The Governing Body of Cadishead Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

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.

### **CHARGES**

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school:

#### **School Journeys in School Hours**

- The cost of transport to activities away from school deemed to take place in school hours.
- The cost of admission to venues away from school for activities deemed to take place in school hours
- The board and lodging element of approved residential activities

#### **Activities outside School Hours**

- The full cost to each pupil of some approved activities deemed to be optional extras taking place outside school hours.

#### **Individual Instrumental Tuition**

- The cost to the pupil for providing any instrumental tuition in addition to their normal curriculum entitlement.

## **General**

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

## **REMISSIONS**

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity parents may make representation in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chairman of Governors.

This policy will be reviewed annually.