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## *Nayland Community Primary School*

### *Charging and Remissions Policy 2023/24*

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The Staff and Governing Body of Nayland Community Primary School recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social 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**

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges .

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours.

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

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

The full cost to each pupil of the following activities deemed to be optional extras taking place outside school hours:

- Residential journeys taking place at weekends or school holidays
- Theatre or Educational visits
- Lunch time or after school performances and activities for pupils for which a charge is made e.g. school play, discos.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

#### **Materials and Equipment**

The cost of purchase or hire of instruments, materials, equipment or clothing for activities, which take place outside school hours and which are purely voluntary and optional is the responsibility of parents/carers. It remains the parent's/carer's responsibility to supply school uniform and PE kit.

#### **Music Tuition**

Any costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum).

### **Voluntary Contributions**

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. The contributions will not exceed the actual cost. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be refunded.

### **Breakages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils, the head teacher, in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **General**

The Governing Body may, from time to time amend the categories for which a charge may be made. The Governing Body reserve the right to review the Charging and Remissions Policy as necessary.

### **REMISSIONS POLICY**

Where the parents of a pupil are in receipt of:

- ✓ Universal Credit
- ✓ Income Support
- ✓ Income-based Job Seekers Allowance
- ✓ Child Tax Credit (TC 602), as long as the parents do not receive a working Tax Credit and an annual income that does not exceed £16,190
- ✓ Supported under Part VI of the Immigration and Asylum Act 1999.

The Governing Body will remit in full the cost of board and lodgings for any residential activity that it organises for the pupils, if the activity is deemed to take place within the school hours, or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the head teacher in consultation with the Chair of Governors.