

BURROUGH GREEN PRIMARY SCHOOL

CHARGING AND REMISSION POLICY

The following statement of policy has been agreed by the Governors.

1. Education during school hours

- 1.1 Any activity required specifically by the syllabus for a public examination, or to fulfil a statutory duty relating to the National Curriculum, cannot be charged for, except for the board and lodging element of residential trips. Remission from board and lodging charges is available to families in receipt of family credit or income support, on production of proof of eligibility.
- 1.2 Any activity wholly or mainly in school hours, other than the above, is similarly available free of charge to those in receipt of family credit or income support, on production of relevant proof. Voluntary contributions towards the cost of the activity may be invited, and the School reserves the right to cancel the activity if insufficient funds are available.
- 1.3 In certain circumstances, the provision of a trip in school time may be entrusted to a 'third party', for example, a tour operator. The School will be responsible for advising parents on the adequacy of the arrangements made by the third party to secure the safety and welfare of the children. In these cases, a charge can be levied directly on the parents by the third party.
- 1.4 Tuition in playing any musical instrument, where the tuition is provided either through Cambridgeshire Music or a private individual to single pupils or a small group, will be charged for. The hire of musical instruments, arranged through Cambridgeshire Music, will be charged appropriately.
- 1.5 Parents may be required to supply basic stationery, materials and equipment for use in school hours. Parents should ensure that children are provided with any additional items as listed in the school prospectus.
- 1.6 On a voluntary basis, parents may contribute to the cost of ingredients and materials for use in Cooking, Art, or Design and Technology. This assumes that the parents will own the finished product.

2. Education outside school hours

- 2.1 Any activity required specifically by the syllabus for a public examination or to fulfil a statutory duty relating to the National Curriculum cannot be charged for, except for the board and lodging element of residential trips. Remission from board and lodging charges is available to families in receipt of family credit or income support, on production of proof of eligibility.
- 2.2 Charges may be made for out-of-school trips on the basis of parental willingness to pay for these 'optional extras'. No remission is available for these trips.

3. Breakages and damages

- 3.1. The Governors are entitled to require parents to pay for the cost of damage caused by pupils' behaviour e.g. breakage of a window, or damage to furniture. This also applies to lost, damaged or defaced books or similar items.

4. Review

This policy was revised and ratified by Community Governors on 24.5.16

This policy will be reviewed every 12 months. Next review due Summer 2017