



Holywell Church of England Primary School

Charging and Remissions

Written by: Becky Cooper
(adapted from a draft policy on The Key)

Date: September 2022

Review date: September 2024

Expanding our Horizons with Contagious Enthusiasm

- INTRODUCTION
- The Charging and Remissions policy exists to give guidance about the funding of curriculum and extra-curricular activities which cannot be funded through the school budget.
- THE NATURE OF CHARGING.
- The Governing Body of Holywell CofE Primary School believes that the school should be able to provide a range of special activities for the enrichment of school life. Where costs are incurred that cannot be met by the school, parents/carers may be asked for voluntary contributions.
- ACTIVITIES WITHOUT CHARGE
- There will be no charge for the following activities:
 - ☐ education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
 - ☐ education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
 - ☐ instrumental and vocal music tuition which is part of the National Curriculum
 - ☐ instrumental and vocal tuition for children in care;
 - ☐ entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.
- CALCULATING CHARGES
- When charges are made for an activity (excluding the optional activities), whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or are unwilling to pay the full charge. Support for cases of hardship will come through the school budget, voluntary contributions and fundraising.
- The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.
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- CHARGEABLE ACTIVITIES
- The school may recover the full costs of the following activities but charges will not exceed actual cost:
 - ☐ educational or other activities provided wholly or mainly outside school hours which are not:
 - (a) part of the National Curriculum;
 - (b) part of a syllabus for a prescribed public examination which the pupil is being prepared for at school;

- (c) part of religious education.
- ☒ board and lodgings on residential visits (subject to remission arrangements).
- ☒ cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- ☒ cost of entering a pupil for a prescribed public examination including re-sits where no preparation has been provided by the school.
- ☒ provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.
- IMPLEMENTATION
- Swimming
 - Parents/carers of children attending the swimming pool in St Ives will be asked to pay a weekly contribution towards the cost of transport and pool hire.
- Materials
 - The school may charge for ingredients and materials where parents/carers and pupils will own the resulting product such as in cooking and for some art and craft activities.
- Breakages
 - Parents/carers may be asked to meet in full or part the cost of repairs and/or replacing equipment, or the fabric of the school (e.g. broken window) where the Headteacher deems such damage to be the result of a pupil's behaviour.
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- School trips and Residential visits.
 - Parents/carers will be asked to make a contribution to meet the cost of trips during school time. The contribution will be calculated to cover the costs with all of those families involved in making full contributions. A trip will be deemed to be non-viable if parental/carer contributions fall below 75% of the total costs. Details of costing for all trips and visits are kept in the school office.
- EXTRA-CURRICULAR ACTIVITIES
- School Clubs
 - No charge will be made to parents/carers attending after school clubs that are run by teaching staff. There may be occasions when outside agencies offer to run a course, such as football, and for these clubs payment is to be made direct to the agency.
- ENTITLEMENT
- Remissions
 - The Governors recognise and endorse Cambridgeshire LA's recommendation that any charge will be remitted in full if the family are receiving income support, income-based job seekers allowance, family credit or disability working allowance and applies for remission. Charges for other 'chargeable activities' may also be fully or partly remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

- The school may also, at the Head Teacher's discretion, agree to waive or remit charges following consideration of a parent's particular circumstances at the time if they are known to be suffering temporary hardship or economic difficulties but do not fall within one of the above categories.
- No child will be discriminated against due to parental inability, or unwillingness, to make a financial contribution.
- ASSESSMENT
- The Headteacher is responsible for the application of the charging and remissions policy.
- REVIEW
- The Resources Committee of the Governing Body will monitor the use of the charging policy.

This policy was ratified on20th October 22
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and will be reviewed onOctober 2024
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Signed by the Headteacher.....*Paul Baddeley*.....
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Chair of Governors*Alan Whitaker*.....
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