



# NEWCOMEN PRIMARY SCHOOL



**'BELIEVE ACHIEVE SUCCEED'**

## **Charging and Remissions Policy**

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## **CHARGING AND REMISSIONS POLICY – Newcomen Primary School**

### **Introduction**

At Newcomen Primary School we do not charge for most of our school-time activities. However, we make appropriate charges or request a voluntary contribution from parents/carers, which, we believe, enables the provision of a wide range of enriching activities.

### **Principles**

- We make no charge for National Curriculum or Statutory Religious Education and related activities within school.
- We may ask for a voluntary contribution for activities wholly or partly in school time which otherwise would be prohibited by cost.
- We may charge where it enables an increase or enriches non-statutory extra-curricular provision at any time.
- There is no obligation to contribute.
- No child will be excluded from any such activity on the basis of non-contribution.
- We may provide support towards part or all of the cost of an activity where there are financial difficulties and the parent/carer has met with the Headteacher to discuss payment.
- We support the development of all community groups use of school facilities through a flexible charging approach.
- When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary.
- If we do not receive sufficient voluntary contributions, we may need to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. We are extremely fortunate to be generously supported by our wonderful families.
- For optional residential visits, pupils are expected to pay the full cost. A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

### **Key responsibilities**

- The Governing Board will review and amend where appropriate this Charging and Remissions Policy annually in the Autumn Term.
- The Governing Board will review annually the charges and remissions and will monitor whether actual income is in line with anticipated income. Amendments will be recommended where there appears to be a material shortfall or excessive income.
- The Headteacher will be responsible for drafting proposals for charges.
- The school's Finance Officer will provide effective financial administration enabling the Headteacher to make reasonable proposals.
- The Headteacher / Site Manager will manage the letting of school premises.
- The School Business Manager will maintain accurate records and information of any charges or remissions made.

### **Exceptions**

We make the following exceptions to the rules concerning not charging for activities in school hours:

- Charges will be made for individual musical instrument tuition.

### **Damage to school property**

Parents/carers and community groups are asked to make a contribution towards replacing damaged or lost school property caused willfully or negligently by their children or those for whom they are responsible.