

# DURDAN'S PARK PRIMARY SCHOOL

## CHARGING AND REMISSIONS POLICY



**Policy Reviewed:** June 2019  
**Next Review Date:** June 2020

The Governing Body recognises the valuable contributions that the wide range of additional activities, including clubs, education visits, trips and school journeys 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**

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

### **School Trips in School Hours**

The travel element and any entrance fees for activities deemed to take place within school hours. This will not include teachers' costs unless a teacher is especially employed for the activity.

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

The board and lodging element of residential activities deemed to take place within school hours. This will not include teachers' costs unless a teacher is especially employed for the activity.

### **Activities outside School Hours**

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

### **Charging in Kind**

The Governing Body may charge the cost of materials, ingredients, equipment (or these materials, etc. may be provided by parents), i.e. craft, CDT, cookery, etc. If the parents have indicated in advance that they wish to own the finished product.

### **Individual Instrumental Tuition**

No charge will be made for such tuition where it is provided unless a teacher is especially employed to give such tuition but the school reserves the right to limit or cancel the courses provided in line with demand and the resources available. Tutors may occasionally suggest the purchase of instruments or music on an optional basis, which would then be at the parent's expense.

### **Damage to School property**

Where children damage School property the Head Teacher may ask their parents to meet all or part of the cost. This does not apply to fair wear and tear, but it will include damage caused by negligence in handling or storing any School property loaned to pupils for use outside of school (e.g. school books for homework and musical instruments for home practice).

## General

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

## Voluntary Contributions

The School will not be able to insist of any payment for any activity which taken place mainly during School time. Parents will be invited to make voluntary contributions when their child is involved in outings, museum visits, theatre trips, etc. **It will be necessary to have the agreement of parents, to the voluntary contributions, before a visit may take place.** Unless the vast majority of parents agree to make voluntary contributions such educational activities and visits may have to be cancelled because the school will not be able to finance them on its own.

Any parent faced with financial difficulty will be asked to approach the school, in confidence, so that their child is not prevented from participating. The Head Teacher will treat any such application in the strictest confidence and assess in the light of all circumstances. The Head Teacher will have delegated authority to remit charges in part or full except for board and lodging charges for residential trips.

Subject to overall budgets set by the Governing Body the Head Teacher will also be authorised to include children in events where their parents have neither paid charges nor applied for remission, but in these cases the parents may still be approached to pay in retrospect.

Where parents seek remission of board and lodging charges, or where the Head Teacher recommends against remission of other charges, the matter will be referred to the Chair or Vice Chair of the Governing Body who may decide either to approve the application or to place it before a full meeting.