



# Longridge Church of England Primary School

Berry Lane, Longridge, Preston PR3 3JA

Head Teacher- Mrs C Parkin BA MEd NPQH

Date: 01 April 2018

Reviewed: April 2019

Reviewed: October 2020

Reviewed: October 2021

Review Date: October 2022

## Charging and Remissions Policy

### INTRODUCTION

This Charging and Remissions Policy complies with statutory requirements, has regard to the LEA's policy statements on charging and is reviewed on an annual basis.

### CHARGING POLICY

#### 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 school, or part of religious education
- instrumental and vocal music tuition which is a part of the National Curriculum or a public examination syllabus being followed by the pupil or the first access to the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities)
- instrumental and vocal tuition for looked after children
- entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

#### Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- parents will be informed at the outset that there is no obligation to pay for a particular activity
- any children of parents who do not wish to contribute will not be treated any differently
- where there are insufficient contributions to make the activity viable the activity will be cancelled.

### **Chargeable Activities**

The school may recover the full costs of the following activities which may be provided directly or through commissioned services but charges will not exceed actual cost:

- education or other activities provided wholly or mainly outside school hours which are not part of the National Curriculum, part of a syllabus for a prescribed public examination which the pupil is being prepared for at school, or 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
- day care facilities.

### **REMISSIONS POLICY**

Where parents/carers of a pupil would like their child to participate in an additional or optional activity, for which a charge is being made or a voluntary contribution requested, and feel their financial circumstances are insufficient to meet the cost of the activity, the Governing Body invite parents to discuss the matter in confidence with the Headteacher, with a view to remitting all or part of the cost. The Governing Body is concerned that the Charging Remissions Policy holds no pupil at a disadvantage. If any parent applies for a remission of charge for any school activity the Headteacher in consultation with the Chair of Governors will make decisions regarding the remissions. A subsidy may be provided from the school fund at the discretion of the Headteacher and Chair of Governors.