



Charging and Remissions Policy

January 2010

Education during school hours

No charge will be made for any activity that takes place more than 50% within school hours. However, voluntary contributions may be sought.

Education outside school hours

A charge may be made for any activity that takes place more than 50% outside school hours where the pupils' participation has been agreed in advance by the parents. Alternatively, voluntary contributions may be sought. Time spent on travel is included in the calculation only if the travel occurs during school hours.

Residential trips

A charge will be made for the whole cost of residential trips in all cases where a school activity involves pupils in nights away from home.

Musical tuition

A charge will be made for tuition in playing any musical instrument for an individual pupil or a group, unless the tuition is part of the national curriculum or another funded initiative.

Voluntary contributions

When voluntary contributions are invited, no child will be excluded or treated differently if his/her parents are unable or unwilling to make a contribution. The level of contributions will be at the discretion of the headteacher, but will normally cover the full cost of the activity.

Remissions

The school will normally pay 50% of the total cost of any residential activity for any pupil whose family is entitled to free school meals and also for siblings involved in the same trip. The headteacher may vary this remission in consultation with the governing body.

Breakages

The governing body reserves the right to charge for the cost of replacement or remedial work following breakages or damages resulting from pupils' actions.

Ingredients

A charge may be made for ingredients and materials needed for practical subjects (such as Food Technology, Art and Design Technology) where parents say in advance that they wish to receive the finished product.

LA Charging and Remission Policies

Norfolk County Council's Charging and Remission policies are available for inspection at the school.

Refunds

The full contribution to a trip will be refunded if a child is absent due to illness. In the event of any activity operating at a surplus for which a charge has been levied or voluntary contributions sought a refund shall be made providing the amount to each child would exceed £1, this refund shall then be distributed in units of £1 rounded down to the nearest £1. Excess income less than £3 will be paid into school fund account. Excess of expenditure will be funded by school fund.