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Church of England Primary School**
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Charging and Remissions Policy

Version Number	1.1	
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Published	January 2023	Signed:  Head Teacher
Review Date	January 2024	
Effective Date	4 th January 2023	Date: 04/01/2023
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The aim of this policy is to set out what charges Abbas & Templecombe Primary School may make for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

RESIDENTIAL SCHOOL VISITS

We will charge for the cost of board and lodgings during overnight school trips, but the charge will not be more than the accommodation actually costs. Parents who are in receipt of certain benefits will not be required to pay. Parents should contact the school for further information.

MUSIC TUITION

Charges may be made when the tuition is not an essential part of

- the National Curriculum
 - a public examination syllabus
 - first access to the Key Stage 2 instrumental and vocal tuition, Wider Opportunities programme
- Examples where charging would apply are individual pupil instrument tuition, such as piano or violin.

EXAMINATIONS

No charge will be made for entering pupils for public examinations that are on the National Curriculum. However, an examination entry fee may be charged to parents if

- the pupil wasn't prepared for the examination at the school
- the examination isn't on the National Curriculum, but the school arranges for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or local authority (LA) originally paid or agreed to pay the entry fee

We may charge for

- re-sits for public examinations where no further preparation has been provided by the school
- costs of non-prescribed examinations where no further preparation has been provided by the school

BREAKAGES AND REPLACEMENTS

We may charge for breakages and replacements as a result of damage or loss caused wilfully or negligently by pupils:

- Pupils in Key Stage 1 will be provided with specialist writing pencils at the start of the academic year, but will be expected to replace these should they be lost or broken. Pupils in Key Stage 2 will be provided with a pencil, whiteboard and pen and will be expected to replace these if they are lost or broken.
- All pupils are provided with books to read and these are expected to be returned to school otherwise a charge may be levied.
- Pupils receive diaries or reading records and if these are lost or damaged a charge will be levied for a replacement.

EXTRA-CURRICULAR ACTIVITIES AND SCHOOL CLUBS

We may charge for extra-curricular activities and school clubs which provide child care before or after school hours. Parents who are in receipt of certain State benefits may apply for assistance with funding before school care.

VOLUNTARY CONTRIBUTIONS

Where an activity cannot take place without financial support, we may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours, such as swimming sessions
- a whole school or individual class trip
- specialist school equipment

This contribution is voluntary and pupils of parents who can't, or don't want to, contribute will not be excluded from the activity. Where there are not enough voluntary contributions to make the activity possible, and there are no other ways to get funds, we may be obliged to cancel the activity.

Where a voluntary contribution has been made and a pupil is unable to attend the activity, a refund will only be possible if the school is able to recoup the cost from the activity provider.