

**Long Ditton St Mary's**  
Church of England (Aided) Junior School



**CHARGING AND REMISSIONS POLICY FOR  
SCHOOL  
ACTIVITIES PROVIDED OR ARRANGED BY  
THE SCHOOL**

**December 2005**

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This statement has been drawn up in accordance with the requirement of the relevant legislation. The sections below set out some areas of activity for which charging is permissible under the legislation, and the charging and remission policy of the Governing Body related to these activities.

**a) Day Educational Visits arranged to support National Curriculum Provision**

Charging

The total cost of the visit i.e. admission charges, travel costs, preparation visits and materials required will be divided equally amongst those children eligible to participate. (Approved holiday absences etc. must be taken into account when determining the number of children eligible.) Parents will be informed in writing of the details and costings of the visit and that, should there be insufficient income and support received, the visit may be cancelled.

Remission

The Governing Body delegate to the Head Teacher the discretion to remit part or all of the costs in appropriate circumstances, for example, when sponsorship or voluntary contributions enable a general reduction in charges, or should the appropriate allocated SEN budget not be already spent.

**b) Board and Lodging and Supply cover on Residential Visits**

Charging

In the event of any residential visit being arranged by the school, it is the governing body who will charge the actual cost of providing board and lodging to each participating pupil and of providing necessary supply cover.

Remission

The Governing Body will observe the statutory requirement to remit any charge for board and lodging in the case of a pupil whose parents are in receipt of any applicable Government funded income support where the activity is deemed to take place in school hours, or if it is out of school hours but provided:

- (i) specifically to fulfill statutory duties relating to the National Curriculum or
- (ii) specifically to fulfill statutory duties relating to religious education.

The Governing Body delegate to the Head Teacher the discretion to remit part or all of the board and lodging costs of residential visits organised by the

school in appropriate circumstances, for example, when sponsorship or voluntary contributions enable a general reduction in charges. In such cases the criteria applied for remission will be made clear to parents and other interested parties and children will not be treated differently according to whether their parents have made a voluntary contribution.

**c) Tuition in the playing of a musical instrument**

Charging

Surrey County Council make available peripatetic music staff through a local music centre. Parents are able to register their children for tuition in a range of musical instruments. Current legislation requires parents to pay for this tuition at a rate fixed by the County Council.

Remission

Remission of charges may only be made by the County Council when parents are in receipt of any applicable Government funded income support.

**d) Requests for Non Standard Reports**

Charging

The Governing Body will levy a charge on each completed request by a parent for additional written evidence of a pupil's performance, aptitude and attainment other than that contained in the Annual Pupil Report/Record of Achievement. The charge will be as determined by the Governing Body from time to time, calculated with reference to the time taken by the Head Teacher and other teachers in providing the data. This is currently £30.00.

Remission

There will be no remission, the Governing Body having decided that such application is a voluntary act by parents who will have accepted such financial implications.

**e) Loss/Breakages, Damage to School Property, Equipment and Books**

Children and their parents will be expected to make good any damage caused by funding the complete cost of repair or replacement.

**f) Swimming**

Charging

- (i) The school budget receives AWPUs for children in Year 4 in order to pay for swimming tuition. Whereas at present this does not cover the actual costs incurred by the school in terms of coach fare, admission and tuition fees, the amount charged will be in proportion to the costs incurred averaged between the number of children in that year group.
- (ii) At present pupils in other years also swim. The total cost of this will be divided amongst the pupils involved.

Costs involved are paid weekly or per block of lessons (usually 10).

Remission

The statutory requirements **may** be observed at the parents' request in the case of pupils whose parents are in receipt of the appropriate benefit.

**g) Out of school clubs**

Charging

Payment to be made directly to coaches or teachers involved for the cost of coaching or materials.

Remission

As a broad basis, no child is excluded from any activity due to an inability to pay but as out of school clubs are extra curricular and optional, unless there is a specific request from a parent the full cost would be borne by parents.

Should a request be made the Headteacher has the discretion to pay the amount in full or part from the School Fund.