

# Cottenham Primary School



## CHARGING AND REMISSIONS POLICY

Date:	January 2021											
Reviewed by:	Finance											
Next Review date	Spring 2022											
Equality Review Checklist	<p>In reviewing this policy due consideration must be given to the impact that changes may have on issues of equality for the protected groups:</p> <table><tr><td>Age</td><td>Disability</td><td>Religion or belief</td></tr><tr><td>Race</td><td>Pregnancy and Maternity</td><td>Sex</td></tr><tr><td>Sexual orientation partnerships</td><td>Gender reassignment</td><td>Marriage/civil</td></tr></table> <p>If the equality of a protected group is likely to be compromised by changes to the policy then please complete an equality risk assessment and tick here:</p> <div><input type="checkbox"/></div>			Age	Disability	Religion or belief	Race	Pregnancy and Maternity	Sex	Sexual orientation partnerships	Gender reassignment	Marriage/civil
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COTTENHAM PRIMARY SCHOOL  
CHARGING AND REMISSIONS POLICY

Education during school hours

- Any activity required specifically by the syllabus for a public examination, or to fulfil a statutory duty relating to the National Curriculum cannot be charged for, except for the board and lodging element of residential trips. Remission from board and lodging charges is available to families in receipt of family credit or income support, on production of proof of eligibility.
- Any activity wholly or mainly in school hours, other than the above, is similarly available free of charge to those in receipt of family credit or income support. Voluntary contributions towards the cost of the activity may be invited and the school reserves the right to cancel the activity if insufficient funds are available.
- In certain circumstances, the provision of a trip in school time may be entrusted to a third party, for example a tour operator. The school will be responsible for advising parents on the adequacy of the arrangements made by the third party to secure the safety and welfare of the children. In these cases, a charge can be levied directly on the parents by the third party.
- Tuition in playing any musical instrument, where the tuition is provided either individually or to a group of no more than four pupils, other than as part of a prescribed examination syllabus, may be charged for.
- There is no charge for group or class music tuition, but parents may be invited, voluntarily, to make a contribution to the cost of hiring instruments or providing music.
- On a voluntary basis, parents may be asked to contribute to the cost of ingredients and materials for use in school. This assumes that the parents will own the finished product.

Education outside school hours

- Any activity required specifically by the syllabus to fulfil a statutory duty relating to the national curriculum cannot be charged for, except the board and lodging element of residential trips. Remission from board and lodging charges is available to families in receipt of family credit or income support, on production of proof of eligibility.
- Charges may be made for out of school trips on the basis of parental willingness to pay for these 'optional extras'. No remission is available for these trips.

Breakages, losses and damages

- The governors are entitled to require parents to pay for the cost of damage caused by pupil behaviour (e.g. breakage of a window or of ICT equipment.)
- Charges may be made for library or reading scheme books which are lost or damaged.

January 2020