



Swanton Morley VC Primary School
"Love your neighbour as yourself."

Date policy agreed	5.11.19
Signed	R Robinson

Charging and Remissions Policy

Legislation allows schools to charge for certain activities which take place both inside and outside of school hour. Norfolk County Council has adopted a policy which it is recommended that Governing Bodies agree to follow. Swanton Morley VC Primary School has adapted and adopted the following policy.

Charge for School Activities

These are the activities and materials for which our school may charge –

Music tuition: individual tuition in playing a musical instrument which is neither part of the syllabus for an approved public examination nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of not more than 4 pupils.

Ingredients and materials: ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.

Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school to travel direct from home to an activity approved of, but not provided by, the authority of the school.

Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils spending night or nights away from home.

Activities Outside School Hours

A charge will be made for all non-residential activities which take place wholly, or more than 50%, outside school hours where the child's participation has been agreed in advance by parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff engaged specifically for the activity.

Residential trips outside school hours – a residential trip is deemed to take place out of school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Public examinations – charges are made for entry of a pupil for a prescribed examination for which he/she has been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

Remission of charges – only parents in receipt of Income Support, Universal Credit, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodging charges, which are levied directly by the school and where they relate to activities deemed to take place wholly or partly in school hours.



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Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it prescribed in the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.