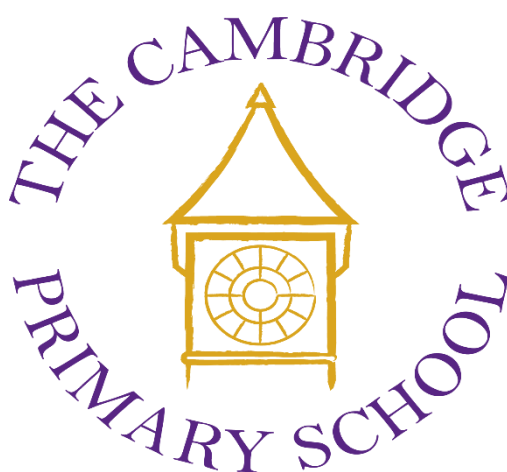


THE CAMBRIDGE PRIMARY SCHOOL

CHARGING AND REMISSION POLICY

2018



Date of Approval:	
Date of Next Review:	
Signed: Headteacher	
Signed: Chair of Governors	

The Cambridge Primary School
Queens Avenue, Wellesley
Aldershot, Hampshire GU11 4AA



The Cambridge Primary School

Charging and Remissions Policy

This policy ensures that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as 8.50am to 3.10pm.

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy, the teaching and learning policy and off-site activities policy.

Roles and responsibilities of Headteacher, other staff, governors

The **Headteacher** will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day, which entail additional costs, e.g. materials, equipment, entrance fees and transport between the school and the activity.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day. These activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

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Residential

Charges will be made for board and lodging, when such activities are arranged parents will be told how the charges were calculated. e.g. materials, equipment, entrance fees and transport between the school and the activity.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Calculating Charges

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The Buildings and Finance Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies (without giving names) and the source of those subsidies.