

A Place to Flourish
“I have come that they may have life, and have it to the full” (John 10:10)



Charging and Remissions Policy (including Governors' Expenses Policy)

Statutory Policy

Date of review/adoption	Autumn 2025
Date of next review	Autumn 2026
Notes	

Signed ...*S. Mann*... Chair of Governors

Date29.09.25.....

BLUNDESTON CEVC PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

A. INTRODUCTION

1. The Governing Board recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education.
2. The Governing Board aims to promote and provide such activities, both as part of a broad and balanced curriculum for the pupils of the school, and as additional optional activities.

B. CHARGES

The Governing Board reserves the right to make a charge in the following circumstances for activities organised by the school:

1. School journeys in school hours
The board, lodging, transport and entrance fees element of activities deemed to take place within school hours.
2. Activities outside school hours
The full cost to each pupil of the activities deemed to be optional extras taking place outside school hours.
3. Instrumental music tuition
A charge will be applied to any pupil who chooses to undertake individual/small group music lessons. Up to the full cost of lessons will be charged to the parents/carers termly. Pupils in receipt of free school meals (Pupil Premium) will be offered a subsidy to help cover this cost, up to the full amount.

Whole class music curriculum sessions (WCET) purchased through the County Music Service will be free to all children.

4. Materials, instruments etc.
Instruments are provided on loan for a maximum period of 3 years with charges agreed and arranged directly with the County Music Service by parents.

The Governing Board may charge for materials or require them to be provided if the parents/carers have indicated in advance that they wish to own the finished product.

5. General
 - i) The Governing Board may, from time to time, amend the categories of activity for which a charge may be made.

- ii) Nothing in this policy statement precludes the Governing Board from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

C. REMISSIONS

1. Pupil Premium Pupils

For curriculum and residential visits, parents/carers can apply for assistance up to the value of £30 for day visits per term and 50% contribution for an individual residential visit. There is also the offer of a uniform bundle up to the value of £35 which can be used at Screens or other non-logoed supplier. Applications are available from the school office.

Parents/carers may be eligible for Pupil Premium if they are in receipt of:

- Income support
- Income-based Job Seekers' Allowance
- Child Tax Credit (TC 602), or Working Tax Credit and an annual income as per latest government limit
- Supported under Part VI of the Immigration and Asylum Act 1999

The Governing Board may recover the cost of board and lodgings for any residential activity that it organises for the pupil, if the activity is deemed to take place within the school hours, or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Board will invite the parents/carers to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

2. Governors' Expenses

The Governing Board discusses annually whether they will claim for any travel or other expenses arising from Governor duties. A decision was made that the Governors can claim for any reasonably incurred expenses following SCC Guidelines. Claims must be submitted in a timely manner.