St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

Long Melford CE Primary School

Charging and Remissions Policy

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Approved by the Committee/Governing body	*LGB – Long Melford CE Primary School*
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CHARGING AND REMISSIONS POLICY

Introduction

Long Melford Church of England Primary School aims to provide a broad and stimulating curriculum, and fully supports the principles of inclusion. It is our aim that every child in the school can benefit from a wide range of learning experiences.

Voluntary contributions separate from the matter of charging

We will always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

Charges

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

- School Journeys in School Hours - The board and lodging element of residential activities deemed to take place within school hours.
- Activities outside School Hours - The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.
- Instrumental Music Tuition - Whole class tuition will be free. A charge will be made towards the cost for individual and small group tuition.
- Charging In Kind The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: DT, Science, Art - The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.
- General - The Governing Body may from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

Remissions

A charge will be made for:

- Board and lodging (the charge must not exceed the actual cost) Parents who can prove they are in receipt of the following benefits will be supported in putting an application to The Mother's Union for financial support towards the cost of board and lodging:
    - Income Support(IS)
    - Income Based Jobseekers Allowance (IBJSA)
    - Support under part VI of the Immigration and Asylum Act 1999
    - Child Tax Credit, provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190

    - The guarantee element of State Pension Credit and
- The school places great importance in providing a full range of curricular activities which support children in their learning. It is recognised that in organising such a regular programme of trips, visits and visitors. The ultimate cost of any visit is at the discretion of the head teacher who will be mindful to ensure that all pupils can benefit from and access the available financial resources.

Additional Considerations

The Local Governing Body recognises its responsibilities to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We shall publish notification of school trips and their approximate cost as far in advance as possible so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.