



**Caldecote Primary School**  
**Charging and Remissions Policy**  
**March 2021**

## **1. Education During School Hours**

- 1.1** 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 residential trips.
- 1.2** Tuition in playing any musical instrument, where the tuition is provided either individually or to a group of pupils, may be charged for.
- 1.3** Parents cannot be required to supply any books, materials or other equipment for use in school hours, but parents are invited to assist with the provision of basic items.
- 1.4** Parents may be asked to contribute to the cost of ingredients and materials for use in Art and Design and Technology. This assumes that the parents will own the finished product if they have made a contribution.

## **2. Day Visits and Residential Visits**

- 2.1** Parents will be notified in a letter of the details and asked to make a contribution, worked out with a view to covering the complete cost, i.e. coaches, insurance, entrance fees etc. No visit is profit making.
- 2.2** The law forbids any child to be refused permission to go on an educational visit that is part of the curriculum. It follows that for visits that are additional to the curriculum, a child may not be able to attend unless the charge has been paid. If some children do not pay, then the trip may be jeopardised as there may not be enough funds to cover costs. The final decision will rest with the Headteacher.

### **2.3 Remissions**

Any parent known to have financial difficulties may be invited to discuss the matter with the Headteacher so that an appropriate solution based on individual circumstances can be made.

## **3. Breakages and Damages**

The Governors are entitled to require parents to pay for the cost of damage caused by the pupil's behaviour (e.g. breakage of a window, damage to furniture). This also applies to lost, damaged or defaced books.

## **4. Additional Charges**

The school may charge parents (or other establishments) for references, identity verification, etc. The charge will be £35.00 per form which reflects the administration time to complete the form. There may also be an additional charge of 10p for each photocopied sheet.

Any costs incurred for Freedom of Information requests will be charged for in accordance with guidance from the ICO <https://ico.org.uk/your-data-matters/official-information/>

#### **4. Policy Review**

The Policy statement will be reviewed in line with the rolling programme of Policy reviews.

Headteacher: ..... Date:.....

Chair of Governors: ..... Date: .....