

The Coastal Federation

Bacton Primary School

Mundesley Infant School

Mundesley Junior School



Charging and Remission Policy 2018

Formally adopted by the Governing Body/ Trust of:-	The Coastal Federation
On:-	01/06/2018
Chair of Governors/Trustees:-	Annie Edwards
Last updated:-	

Charges for School Activities

Legislation allows schools to charge for certain activities, which take place both inside and outside, school hours. Norfolk County Council has adopted a policy, which it recommends to governors, but it is for governors of schools to decide whether or not to follow the policy.

The School's charging policy must be described on the website, which can be viewed online. If your son or daughter's school governors follow the County Council charging policy, these are the activities and materials for which you will be charged:

- 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 no more than four 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 or school.
- Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.
- Payment for residential visits is required in full
- Parents can be asked for voluntary contributions towards cost of visits held during school hours. Parents with difficulty meeting voluntary contributions are able to speak with the Head teacher in confidence.
- Loss or damage to library books incur a £5.00 charge.

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 the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or nonteaching) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside 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 the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

Remission of charges - parents who are in receipt of Income Support, 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 lodgings charges, which are levied directly by the LEA or the school and where they relate to activities, deemed to take place wholly or partly in school hours. Parents who have been eligible for the above benefits and in addition whose children are classed as 'Pupil Premium' because they are either currently free school meals or have been eligible for free school meals at any point during the last six years will be entitled to 50% remission of charges for the visit. This discount is applicable to the whole cost of the visit - including transport, board and lodgings (for residential visits) and activities.

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 is prescribed by 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.

For more information refer to department of education document 'Charging for School Activities'.