



**Cromford C of E Primary School**  
**Name of Policy: Charging and Remission**  
**Policy Number: 21**

This policy has been reviewed and has been impact assessed in the light of all other school policies including the Disability Equality Scheme.

Approved:	6 <sup>th</sup> December 2018, 10.2
Next date for review/approval:	Autumn 2019
Chair of Governors:	Gill Donaldson

## CHARGING & REMISSIONS POLICY DOCUMENT

### **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 approved residential activities deemed to take place in school hours (majority of hours)

#### **Activities outside school hours**

The full cost to each pupil of all approved activities taking place outside school hours (majority of hours)

#### **Individual Instrumental Tuition**

The cost to the pupil for providing any instrumental tuition not part of normal LA peripatetic provision (noting any subsidies that may be available through LA).

#### **Charging in Kind**

The cost of materials, ingredients, equipment for specific activities where parents have indicated (in advance) that they wish to own the finished product, eg in Art & Craft or Design & Technology.

#### **Activities partially or wholly within school hours**

The school to encourage parents to make a voluntary contribution to cover up to the whole of the cost, although no individual pupil may be excluded from the activities on grounds that a parent does not make a voluntary contribution. **A sentence to be added to the letter to parent saying that they should speak to the Class Teacher or Headteacher if unable to make a contribution.** The activity may be cancelled on the grounds that the financial burden on school is

too great because an insufficient number of parents have contributed or parents have contributed too small a proportion of the cost.

### **Letting of the School**

The letting of the whole or part of the school will be calculated by using the letting spreadsheet supplied by the Finance Department.

### **Lost school equipment/breakages or damages to school equipment**

Parents to be made aware (see Appendix 1 for letter proforma) of wilful damage and cost of replacement

School ruler	50p
Reading book	A minimum of £2.00 up to face value
Pens/pencils	20p

Other costs will be calculated on replacement value or cost of repair.

### **Charging for use of school equipment**

Photocopier	10p per sheet
Telephone	10p per minute for local/regional calls
	50p per minute for mobile calls
	£1.00 per minute for international calls (to be checked against bill for actual cost)

Use of the school telephone is discouraged for any personal use except in an emergency.

### **Remission**

If the parents of a pupil are in receipt of income support or family credit, the Governing Body will offer to remit in full the cost of any residential activity deemed to take place in school hours or where it forms part of the National Curriculum. The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship.



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Headteacher: Mrs Elizabeth Foster, BA (Hons) QTS, NPQH

Dear Parents

I am writing to inform you that at school today, your child has damaged school property as specified below:

Item damaged .....

Replacement cost .....

I would be grateful if you would forward the replacement cost to school as soon as possible, in line with the *Governors' Charging & Remissions Policy*.

Should you have any queries, please do not hesitate to contact me.

Yours faithfully

**Mrs L Foster**  
**Headteacher**