

**FLEECEFIELD PRIMARY SHOOOL**  
**CHARGING & REMISSON POLICY**  
**To be reviewed Spring 2020**

This charging policy informs staff and parents about charging for school activities. It conforms to the requirement of the guidance detailed in 'A Guide to the Law for School Governors-Chapter 24 October 2012.

**In accordance with these guidelines Fleecefield Primary School:**

1. Will not charge for books, materials, equipment and transport provided during school hours by the Local Authority (LA) or by the school to carry pupils between the school and an activity.
2. Will not charge for any activities which take place in school-time, apart from instrumental tuition for individual pupils or pupils in groups of up to four.
3. May charge for school-time activities by inviting parents and others to make **voluntary** contributions to enable school fund to go further. Children of parents who do not contribute will not be treated differently from those who do make contributions.
4. Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
5. We charge pupil a subsidised rate for the cost of the board and lodging on the residential activities, whether it is classified as taking a place within or outside school hours EXCEPT that charges may be waived at the discretion of the Head Teacher.
6. May permit organisations to charge parents when such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents want their children to join the activity.
7. May charge for activities (optional extras), which happen outside school hours when these activities are not part of the curriculum.
8. Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.
9. Any debts incurred by the school will be written-off in accordance with the regulations detailed in the LA's Schools' Finance Manual, FR5.17.
10. The Governors will review the lettings charge levied by the school on the annual basis.
11. The Governors will review this policy on an annual basis.