

CHARGING AND REMISSION

INTRODUCTION

This policy is intended for staff, parents, governors and any other persons concerned with charging and remission. It does not replace Norfolk County Council's Policy on charging and remission but is in addition and complimentary to it. The person responsible for charging and remission is the Executive Headteacher and the Resources Committee monitors.

AIMS

The Saints Federation aims to provide an inclusive charging and remission policy for all pupils.

PROCEDURES FOR CHARGING

Charges will be made in respect of:

- Ingredients and materials for practical activities outside the curriculum (e.g. cooking, craftwork, design and technology items, sport).
- Individual tuition in playing any musical instrument except where it forms part of the syllabus for a prescribed public examination or is provided as part of the National Curriculum. This charge will include the cost of the teacher giving tuition, the cost of the sheet music and the hire (including maintenance and insurance of the musical instrument).
- The cost of travel when a pupil makes use of transport not provided by the Local Authority or school to travel direct from home to an activity sanctioned though not provided by the Local Authority or school.
- Board and lodging in all cases where a school activity involves pupils in nights away from home.
- All non-residential activities which take place wholly, or more than 50% outside school hours where the child's participation has been agreed by the parents.
- Residential trips deemed to have taken place outside school hours (eg. Where the number of 'missed' school sessions is less than 50% of the number of half days taken up by residential activity). The charge will include the cost of travel, entrance fees, insurance, board and lodging, materials, books, equipment, non-teaching and teaching staff where a teacher or instructor has been engaged specifically for the purpose of providing the activity.

This policy adheres to Single Equality Status (including Looked After, Special Educational Needs and Gifted and Talented pupils), assessment, confidentiality, health and safety and safeguarding.

LAST REVIEW: SEPTEMBER 2021

NEXT REVIEW: SEPTEMBER 2022

