

**Goodleigh C of E Primary School**  
**and**  
**Ilfracombe Infant & Nursery School Federation**

**CHARGING AND REMISSIONS POLICY**

**Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfES guidance and complements the school's Finance Policy.

**Definition**

The school day is defined as: 8.55 a.m. to 12.15 p.m. and 1.20 p.m. to 3.05 p.m at Ilfracombe and 9.00am to 12p.m.(KS2) and 9am to 12.15 (KS1) and 1.15 to 3.30pm at Goodleigh. The midday break does not form part of the school day.

**Responsibilities**

The headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

**Policy statement**

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument.

**Residential**

Charges will be made for board and lodging, except for pupils in receipt of pupil premium.

**Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

**Music Tuition**

The governors support will pay for an instrument and the weekly tuition of an instrument to families in receipt of pupil premium.

**Eligible benefits**

Families in receipt of pupil premium