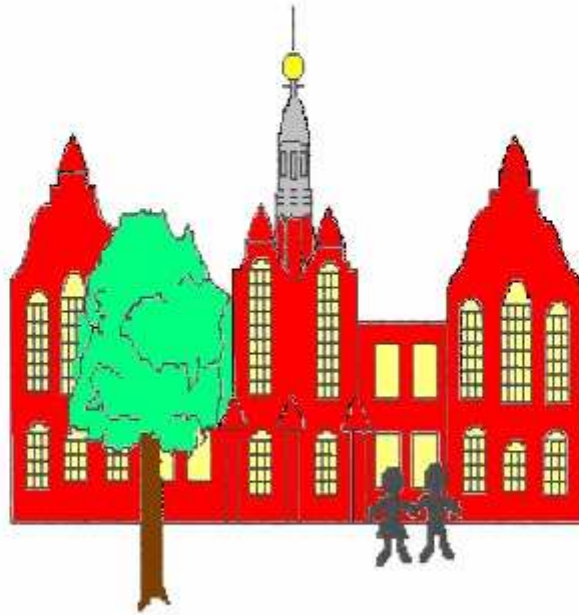


# *Stepney Primary School*



*A Small School With Great Expectations*

## **Charging and Remissions Policy**

At Stepney raising the achievement and basic skills of pupils and ensuring that they reach their full potential is the responsibility of all staff

## **1. SCHOOL CHARGES**

The Governing Body has agreed to follow the guidelines of the Local Authority with regards to charging for school activities. Voluntary contributions from parents may be sought to ensure that activities may take place. No child will be excluded from school activities through inability to make a contribution.

## **2. SCHOOL VISITS**

### **2.1 In school time**

No charge - voluntary contributions may be sought.

### **2.2 Out of school time**

Charges may be requested for all or part of the activity

### **2.3 Residential - in school time**

Charges will be made for board and lodging.

There is full remission for children of families in receipt of income support and child tax credit.

### **2.4 Residential - out of school time**

Charges will be made for board and lodging and travel.

There are no remission arrangements

### **2.5 Swimming**

No charge will be made for swimming lessons. Each pupil may receive at least 16 swimming lessons.

### **2.6 Individual Music Tuition**

A charge may be made for individual music tuition to cover the extra costs of music lessons now having to be paid by the school.

There may be times when an activity or visit has to be cancelled because of insufficient contributions received to cover costs.

## **3. SPECIAL EVENTS (visiting speaker or drama group)**

No charge will be made. A voluntary contribution may be requested.

## **4. SCHOOL UNIFORM**

School uniform and the School PE kit are available for parents to purchase from the School Office at a competitive price.

**5. NURSERY CHARGES FOR ADDITIONAL HOURS**

Nursery pupils take 15 funded hours per week. Any additional sessions will be charges at the current cost set by the Local Authority.

**6. OTHER CHARGING DETAILS**

The school does not usually charge staff for private telephone calls or photocopying, unless this is deemed to be excessive. The head and/or governors/senior leadership team/School Business Manager have the authority to challenge members of staff over high quantities/usage.

**6. PERSON RESPONSIBLE**

This policy has been updated by Mr P Browning  
Spring 2017

To be reviewed Spring 2018