

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

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## **Charging and Remissions Policy**

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# 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: 9.00 am to 12.15 pm and 1.15 pm to 3.30 pm at Ilfracombe and 9.00 am to 12.00 noon and 1.00 pm to 3.30 pm at Goodleigh. The midday break does not form part of the school day.

The nursery day is defined as 9.00 am to 12.00 noon and 12.00 noon to 3.00 pm at Ilfracombe.

## 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.

## Residentials

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.

## Musical 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.

## Nursery Charges

If parents/carers want to buy additional hours they can do this during any of our opening times. We sell 3-hour sessions, a 3-hour session is charged at £16.50.