



**Bishop Cornish CEVA Primary School**  
**Charging and Remissions Policy**  
**Esteem and Educate Every Child**

**Date Reviewed:** September 2023

**Next Review:** September 2024

Tracey Fletcher  
Head Teacher

Tim Parkman  
Chair of Governors

The Governing Body of Bishop Cornish School appreciates the importance of a wide range of additional activities which enhance the curriculum for pupils. These include activities which strengthen character, promote good social interaction, improve knowledge and provide cultural experiences. Activities may include educational visits, residential experiences, swimming, theatre trips, etc.

- Optional visits outside school hours will be charged at full cost.
- Optional visits mainly or wholly during school hours will be funded by voluntary contributions. Charges made per pupil must not exceed the actual costs incurred, i.e. pupils who can pay should not be charged to cover the costs of those who cannot afford to. No child will be excluded from such a trip if the parents are unable or unwilling to pay a voluntary contribution. If necessary the whole trip will be cancelled if contributions do not cover the majority of costs.
- If the school wishes to run an activity during the day for which it would need contributions from parents it can invite voluntary contributions, but no child should be excluded because s/he cannot contribute.
- Board and lodging costs on residential trips will be charged. Parents in receipt of certain allowances may be exempt from certain fees. Current Government regulations will be followed. Charities will be approached to cover the fees in the case of need.
- Music tuition fees for an individual instrument will be paid by parents. Parents in receipt of certain allowances may be exempt from certain fees. Current Government regulations will be followed. Charities will be approached to cover the fees in the case of need.
- Parents may be asked to make a voluntary contribution towards the cost of ingredients, materials and equipment if they wish for the finished item to go home, e.g. cooking, sewing, arts and crafts.
- The Governors may request payment from parents for breakages and damage to property.
- Where there may be circumstances of family hardship the Governing Body invites parents to apply in confidence for remission of charges in part or in full, to the Head Teacher.
- Authorisation of remission of fees will be made by the Head Teacher in consultation with the Chair of Governors, if necessary.
- The school day is defined as 0900 – 1515.
- Optional activities outside the school day; these will be charged for as they are not part of the National Curriculum, e.g. sports clubs run by external organisations.
- Where an educational visit or activity cannot be provided, without sufficient voluntary contributions, the school may have to cancel that activity.
- The Governing Body may from time to time amend the categories of activity for which a charge may be made.

This policy does not cover the Before and After School Club, please see the Bishop Cornish Education Charging and Remissions Policy for details.