

**CHARGING & REMISSIONS POLICY**

Date	Review Date	Coordinator	Nominated Governor
05/20	05/22	Joanna Price	Stephen Sherman

**Introduction**

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. We do not charge for any routine activity undertaken as part of the National Curriculum plus religious education with the exception of individual or group music tuition. The school day is from 08:50 to 12:00/12:05 and 13:00 to 15:05/10.

**Voluntary contributions**

When organising school trips or visits that enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip or visit (if costs are incurred). These charges will be based on the actual costs incurred, divided by the number of pupils participating, plus any administration fees incurred. There will be no levy on those who can pay to support those who cannot. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may have to cancel a trip or visit. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities which incur transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- travel to school trips for history/geography, science or environmental education;
- musical events;
- travel to and entry for swimming lessons.

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

**Residential visits**

When the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do make a charge for the whole visit. Parents who receive state benefits as outlined above are asked to make an appointment with the Head Teacher to discuss their individual circumstances.

**Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. Where a peripatetic music teacher teaches an individual or small group, we make a charge for these lessons.

We provide parents with information about additional music tuition at the start of each academic year.

### **Swimming**

The school organises swimming lessons for Year 3. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution to cover the entrance fee to the pool, tuition, and travel expenses. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

### **Clubs provided by outside agencies**

There is a charge to participate in clubs run by outside agencies.

### **Before and After School Care**

Before and after school care is provided by the school at a charge to parents.

### **Remissions**

The Head Teacher may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Head Teacher's discretion. In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Head Teacher will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher or Assistant Head Teacher. All parents, however, will have the right of appeal to the Governing Body, normally represented by the Chair or Vice Chair of Governors.

### **General**

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.

**Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.**

### **Freedom of Information Act**

Where a request is made for information held by the school under the Freedom of Information Act, the school will charge an hourly rate that reflects the actual cost of compiling the information and photocopying costs. The school will inform the person requesting the information what the likely cost will be before preparing the information.