



## **Charging and remissions policy**

**Last reviewed: September 2018**

This policy sets out the instances when the school will ask for a voluntary contribution from parents/carers towards the cost of an educational activity.

### **Purpose**

To provide a means of differentiating between activities which are part of schooling and paid for by the Local Authority and those that enrich the curriculum or provide an additional educational experience for pupils. The latter are not mandatory and may take place outside normal school hours.

### **Procedure**

No charge is made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

### **Parental/Carer Voluntary Contribution**

When organising educational visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the educational visit. These contributions will not exceed the actual cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, the school may pay a subsidy from a School Fund or may cancel the trip and any monies received will be returned. No pupil will be excluded from an activity because his or her parents can not or will not make a voluntary contribution.

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

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- school visits
- musical events

## **Residential Visits**

If 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 not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to write in confidence or arrange a meeting with the Headteacher and/or school office who may be able to arrange a bespoke payment support package.

## **Swimming**

The school organises swimming lessons for all children in Lower Key Stage Two (Y4). These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place. Written permission for this activity is given by parents on the school's Local Visits Permission Form.

## **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Peripatetic music teachers provide lessons in school, which are funded by parents and payment is agreed and made directly to the individual music teacher.

## **Breakages**

In cases of willful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.