



## Charging and Remissions Policy

DATE RATIFIED BY FULL GOVERNING BODY: December 2011  
MEMBER of STAFF with RESPONSIBILITY: Headteacher/Governing Body  
REVIEWED: March 2014  
REVIEW DATE: March 2019

Signed: *L J Ambrose*

Chair of Governors

## Charging and Remissions Policy

The aim of this policy is to:-

set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

### 1 Introduction

- 1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual (ie. extra curricular PE activities), residential or group music tuition since these incur additional costs for the school which cannot be recovered centrally.

### 2 Voluntary contributions

- 2.1 School trips or visits enrich the curriculum and educational experience of the children. The school invites parents to contribute to the cost of the trips. All contributions are voluntary; however, if we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have been unable to make any contribution and those children will not be treated any differently to their peers.
- 2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary financial contribution, we do allow the child to participate fully in the trip or activity. However, parents can offer to support the trip in a non-financial way such as volunteering to help supervise the children whilst on the trip. Sometimes the school pays additional costs in order to support the visit. Parents are informed of how each trip is funded when they are notified of details about the trip. The school provides this information on request.
- 2.3 In the event of a child being unable to participate in a school trip which has already been paid for due to illness a part refund will be given on the request of the parent.
- 2.3 The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to the theatre;
  - school trips abroad;
  - musical events.

### 3 Residential visits

- 3.1 The charges for any residential visits organised by the school in term time will cover accommodation, food, activities and transport expenses. Parents who receive state benefits are encouraged to discuss the charges

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with the Headteacher with the view to making some contribution towards the cost of the residential trip.

3.2 Schools can charge for board and lodging, including that of necessary supervisory staff, but the charge must not exceed actual cost.

3.2 Any deposit provided for residential visits are non-refundable.

### 4 Music tuition

4.1 All children study music as part of the national school curriculum. We do not charge for this.

4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a termly charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

4.3 Each year we revise the cost of these lessons to ensure they are affordable for all pupils.

### 5 Swimming

5.1 The school organises swimming lessons for all children in Years 3 and 4. 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, and we ask parents for their written permission for their child to take part in swimming lessons.

### 6 Sport/Other extra curriculum activities

6.1 Where the school offers additional activities after school which may be provided by an external provider or qualified coach a small charge may be made.

### 7 School meals and milk provision

7.1 The school charges for school meals but because of the Universal Free School Meals scheme, these are free to all children in Reception and KS1. The Governing body will determine and publish annually the price to be charged.

7.1 The cost of milk provision is determined by the company who provide it but milk is provided free until the child's 5<sup>th</sup> birthday.

Signed: *E. J. Ambrose*

Date: 10.10.11  
Reviewed: March 2017  
To be reviewed: March 2019

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