

Charging and Remissions Policy

Introduction

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we may charge for some additional extra activities. We appreciate all parental contributions, without which, some visits or trips would not be possible.

Aims and Objectives

The aims of this policy will:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities

Voluntary Contributions

When organising school trips, visits or visitors to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip or event. If a trip or event goes ahead, it could include children whose parents or carers 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. Sometimes the school pays additional costs in order to support the visit or event. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums, art galleries, safety centres
- fieldtrips and research visits
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to or by a theatre company
- musical events

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. However, there is a charge for individual or small-group music tuition, since this is an additional curriculum activity and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic teachers and a charge is made for these lessons. We give parents and carers information about additional music tuition each academic year.

Extra-Curricular Activities including Additional Sports Coaching

The school provides many extra-curricular activities, some for a nominal charge. If the school is able to secure the services of a qualified sports coach, it may be necessary for the school or coach to make a charge for this service and so children attending these sessions may be asked to pay or contribute financially toward the cost of the coaching sessions.

Loss and Damage to School Property including Books and Equipment

Books and stationery are provided free of charge. Parents of pupils who lose or damage books or equipment issued to them are expected to pay the cost of replacement or repair. Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the cost of repair or replacement.

Monitoring and Review

This policy is monitored by the governing body and will be reviewed every three years or sooner if necessary.