

TITLE OF POLICY: CHARGING AND REMISSIONS

Date reviewed	Date Approved	Approved by whom:	Next review
	January 2015	Full Governing Body	January 2016

AUDIENCE: STAFF, PARENTS AND GOVERNORS

Charging and Remissions Policy

The school recognises that all pupils are entitled to a broad and balanced curriculum. This includes a variety of curriculum based and non-curriculum based activities that may incur charges.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. However, we now have external teachers teaching violin to our children for which they charge a fee.

Swimming

The school organises swimming lessons for KS2 pupils. These take place in school time and are part of the school curriculum. Therefore, no charge is payable.

Sports

The school offers additional sports coaching after school. Where professional coaches are used, there may be a small charge payable to cover the costs. In the event of financial difficulty, the school will bear the cost of the activity for pupils who are eligible for that activity.

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. Pupils will not be excluded from taking part in any such activity through financial disadvantage. 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 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 unable or unwilling 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. Parents have a right to know how each trip is funded. The school provides information on request. The following is a list of activities, organised by the school, which require voluntary contributions from parents. These activities are referred to as 'optional extras'. The following list is not exhaustive:

- Educational visits
- School journey to residential centres
- Visits to or by a theatre company

- Sporting activities (which require transport)
- Musical events

Extra-Curricular Activities

The school organizes a variety of extracurricular activities that are run as after-school clubs. Where professional coaches are used, or costs incurred, there is usually a charge payable to cover their costs.

Residential Visits

When the school organises an optional residential visit in school time, a charge is made to cover the cost of activities and board/lodgings. Some children may be eligible for a grant to cover all or part of the cost. The School Business Manager will make enquiries on behalf of parents and complete any relevant paperwork to enable grants to be received.

Vandalism or deliberate damage

Parents are asked to talk to children about looking after the school environment. If damage occurs parents are informed by the Headteacher and the suggestion of a contribution from pocket money towards repair costs will be made.

Monitoring and Review

This policy is monitored by the governing body, and will be reviewed annually.