



CHARGING AND REMISSIONS POLICY

Date Policy Written:	October 2012
Date of Review	November 2015
Date of Next Review:	November 2016
Date Policy approved/discussed with Governors:	September 2014

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

Voluntary contributions for activities as part of the Curriculum

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. 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, the child is still allowed to participate fully in the trip as long as parental consent has been given. If appropriate, and funds allow, the school may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

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

- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- Musical events

Residential Visits

The school organises residential visits. The cost of these trips includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced. The expense of all these residential visits is mostly funded by the school, however, parents/carers are asked for a voluntary contribution towards the trip.

Charging in Kind

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or D&T is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

Breakages & Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- Broken windows
- Broken fire alarms
- Any item damaged as a result of unsatisfactory pupil behaviour.

Transport

Schools **cannot** charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated
- transport which enables a pupil to meet an examination requirement when s/he has been prepared for that examination at the school
- transport provided in connection with an educational visit.

Review

There will be an annual review of this policy by the full governing body.