

CHARGING AND REMISSIONS POLICY



January 2017

Policy to be reviewed annually

Recommended by the Finance Committee on 5th January 2017

Ratified by the Governing Body on 5th January 2017

Signature of Chair of Governors _____

Dated: _____

1. School Trips

- 1.1 During school hours :
The cost of all school trips and visits will reflect only the actual cost of the travel, admission charges where appropriate and insurance. Parents/carers will be asked to make voluntary contributions in respect of the costs outlined above. However, no child will be excluded from the activity on the basis of a parent/carer to make a contribution. If insufficient contributions are received toward the cost of an activity, then the school reserves the right not to proceed.
- 1.2 Outside school hours :
If a parent agrees to their child taking part in extended or extra-curricular activities, they will be obliged to pay all the cost. Parents/carers must also pay all the costs of a school organised residential visit.

2. Practical Issues

- 2.1 No charge will be made for basic materials or ingredients needed for practical subjects.
- 2.2 On the occasions when children take home the finished product, parents may be asked to make a voluntary contribution towards the cost.

3. School Visits for the enrichment of the Curriculum

- 3.1 A letter will be sent to parents asking for voluntary contributions to cover transport costs, insurance and entrance fees.
- 3.2 Parents will be informed that there is no obligation to make a contribution and that pupils whose parent/carer does not make a contribution will not be excluded from the trip.
- 3.3 A particular visit or activity may not take place if the total contributions are less than 2/3 of the total cost.

4. Music Lessons

- 4.1 A charge will be made for those receiving peripatetic music lessons. At present the cost is £7.50 per lesson.
- 4.2 Musical instruments are provided by the music service.

5. Visiting Entertainers and Drama Companies

- 5.1 A letter will be sent to parents, asking for a voluntary contribution to cover some of the cost. The residue will be met either from the school budget share or school fund. No child will be excluded if a contribution is not made.

Signed: _____ Dated: _____

6. Breakages and Fires

- 6.1 No charge will be made for accidental damage.
- 6.2 For those damages which are a result of deliberate irresponsible behaviour, parents will be asked to contribute towards putting the damage right.
- 6.3 Parents will be asked to pay a contribution of £5 for lost or damaged books.

7. Treetops – Before and After School Club

- 7.1 Treetops are liable for paying a 'rent' charge which covers space and utility charges. A formula is been set down by the LA and the charge calculated and agreed by Treetops within their contract.

8. Dance Club

- 8.1 Dance Club are liable for paying a 'rent' charge which covers space and utility charges. A formula is been set down by the LA and the charge calculated and agreed by Dance Club within their contract.

Remissions

Charges can be waived in exceptional cases, at the discretion of the class teacher and after consultation with the Head.

Signed: _____ Dated: _____