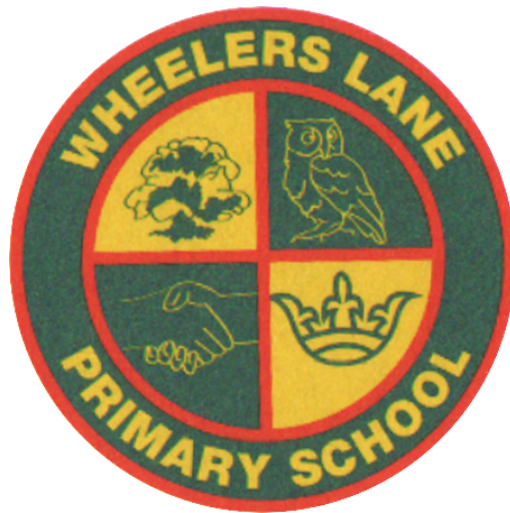


# CHARGING AND REMISSIONS POLICY



**July 2022**

**Policy to be reviewed annually**

**Recommended by the Finance Committee on**

\_\_\_\_\_

**Ratified by the Governing Body on**

\_\_\_\_\_

**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 and 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 or carer's ability 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 and carers must also pay all the costs requested 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 and carers 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 and carers asking for voluntary contributions to cover transport costs, insurance and entrance fees.

3.2 Parents and carers will be informed that there is no obligation to make a contribution and that pupils whose parent or 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 lessons are not continuing.

4.2 Musical instruments are provided by the music service.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## **5. Visiting Entertainers and Drama Companies**

- 5.1 A letter will be sent to parents and carers, 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.

## **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 and carers will be asked to contribute towards repairs/replacements.
- 6.3 Parents and carers will be asked to pay for the replacement of lost or damaged books.

## **7. Orchids – Before and After School Club**

- 7.1 Orchids 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 Orchids within their contract.

## **8. Dance Club – Gems Dance**

- 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 Gems Dance Club within their contract.

## **9. Before and after school activity clubs – chargeable**

- 9.1 Any before and after school clubs which levy a charge to participate in 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 each provider 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: \_\_\_\_\_