



## Charging & Remissions Policy

*"Working together  
with parents, church and community  
to create a distinctive environment  
where the unique nature of each child  
is respected and fostered"*

Consultation	Staff	Date: 2015	Governors	Date: 2015
Ratified by Governors:	Nov 2015			
Review Date:	Aut 2 2017	Aut 2 2019		
Link Policies	Enhance Academy Trust Finance			

Copies of this policy can be found:

- On the school's VLE in the Staffroom course
- In the *General Policy* file in the PPA room
- On the School's website

## **Introduction**

All education taken during school hours is free. We do not charge for any activity undertaken as part of the curriculum with the exception of those activities listed under **Charges**.

The Governing Body, in supporting a broad and balanced curriculum, recognises the value of a range of additional activities to enrich pupil's experiences. These include educational visits, practical experiences, clubs and residential visits.

In discharging its responsibilities the Governing Body wishes to encourage such activities, both as part of the general curriculum for all pupils, and as additional optional activities.

## **Curriculum Support Activities**

These are available to all pupils by law and all pupils will be treated the same. Charges will not be made, except where permitted, but will be funded from the following sources:

- School Fund
- Voluntary contributions
- Charges in accordance with the policies of Enhance Academy Trust and the School Governors.

## **Voluntary Contributions**

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 trip/visit. All contributions are voluntary. If not enough contributions are received the trip/visit may be cancelled. If a trip/visit goes ahead, it will 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 unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip/event.

Parents have a right to know how each trip is funded. 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. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities/Residential visits
- Visits to the theatre/musical events

## Charges

- Residential visits - If the school organises a residential visit the full cost of the event will be charged to the pupils to cover the costs of activities, board and lodging.
- Food technology/Design technology - Charges in kind to include the costs of materials, ingredients and equipment will be made when the child will retain the finished product.
- Music - All children study music as part of the normal curriculum and no charge is made for this. Some children receive individual/group instrumental tuition from the Local Authorities peripatetic music service and a termly charge is made for this. In cases of negligence and deliberate damage to school instruments, repairs or replacement will be the responsibility of the borrower.
- Library/Reading books - All children are entitled to borrow books from either the library or reading stock to read at home. Damaged or lost books will be charged for at a rate set by the school at periodic intervals.

## **Note**

The Governors retain the option of amendment to this policy. Similarly they retain the option of cancellation of an activity should sufficient financial resources not be available. This option will be administered on behalf of the Governing Body by the Headteacher.

## Remissions

The Governors will also consider remissions either in full or in part for cases of exceptional family hardship which makes it difficult for the pupil to participate. This applies only to board and lodgings for residential visits which are considered essential to the curriculum.

Remissions to financial aspects of the Instrumental tuition scheme may be available for pupils in receipt of free school meals. However, consideration will not be given where negligence is involved in the damage or loss of an instrument.

Pupil Premium Funding is used to cover the costs of the pupils who are eligible whenever necessary.