



# **CHARGING AND REMISSIONS POLICY**

Signed: Wendy Fowler  
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Headteacher  
Chair of Governors

## **1. Introduction**

**1.1** All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of certain 'optional extras' (see Voluntary Contributions).

**1.2** The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of our pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

**1.3** Schools cannot charge for:-

- education provided during school hours relating to the National Curriculum (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is

- being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school.

**1.4** The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school:-

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- Optional Extras (see Voluntary Contributions);
- Individual or group music tuition (see Music Tuition).

## **2. Voluntary Contributions**

**2.1** 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. All contributions are voluntary. If we do not receive sufficient voluntary contributions we may cancel a trip.

**2.2** The following is a list of additional activities organised by the school which require voluntary contributions from parents / guardians. These activities are known as 'optional extras'. The list is not exhaustive:-

- Visits to museums;
- Activities which require transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- Musical events;
- Board and lodging for a pupil on a residential trip;
- Any materials, books, instruments, or equipment provided in connection with the optional extra.

**2.3** Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

**2.4** Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

## **3. Residential Trips**

**3.1** If the school organises a residential visit which is to provide education directly related to the National Curriculum we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and transport.

## **4. Music Tuition**

**4.1** There is a charge for individual or group music tuition if this is not part of the National Curriculum. Peripatetic music teachers may teach individual or small group lessons.

## **5. Breakfast and After-School Clubs**

**5.1** Breakfast and After-School Clubs are optional extras and as such the governors will charge parents/guardians the full cost of providing this care.

## **6. Breakages and Damage to School Property**

**6.1** The Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

## **7. Swimming**

**7.1** The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place.

## **REVIEW**

The Governing Body reserves the right to review and amend this policy statement from time to time, as appropriate.