

# Two Village C of E Primary School



## Charging and Remissions Policy

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## **Charging and Remissions Policy**

### **Introduction**

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

### **Aim**

The Head Teacher and Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Head Teacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities. However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost. This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

### **Responsibilities**

The Governing Body of the school are responsible for determining the content of the policy and the Headteacher for implementation.

### **Charges**

The Governing Body reserves the right to make a charge for the activities and items detailed below:

#### **Residential Trips**

If the school organises a residential trip in school time or mainly school time, 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 the board and lodging. If parents are experiencing financial difficulties they are invited to write in confidence to the Headteacher (also please see the section on Remissions Policy)

#### **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. However a charge is levied for individual musical instrument tuition.

#### **Activities Outside School Hours**

No charge is made for activities that are outside of school hours (optional extras) which are part of the curriculum. However, we may ask for a contribution towards the costs for the following:

- Travel
- Materials and equipment
- Non teaching staff/instructor costs



- Entrance fees
- Insurance costs

### Damage/Loss to Property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### Extra Curricular and School Clubs

Clubs and activities provided by third parties will be chargeable

### Visits to School by Professionals

A voluntary contribution may be requested to fund visits in to school from other professionals which enhance the curriculum, such as that offered by authors, storytellers, musicians, dancers, artists etc.

### Ingredients or Materials for Practical Subjects

Parents may voluntarily contribute to the cost of ingredients and materials for use in school. This assumes that the parents will own the finished product.

### Other Charges

The Headteacher, Finance committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying

### 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. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, it may be necessary to cancel a trip. If a trip goes ahead, it may 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 or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

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

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- musical events



**Remissions**

Charges in respect of board and lodging may be remitted in full for any child for whom we receive pupil premium.

**Policy approved by the Governing Body:** 9<sup>th</sup> July 2019

**Next Review:** Summer Term 2021