



## **CHARGING AND REMISSIONS POLICY**

**Co-ordinator**            **Ms. S. Fitzpatrick**

**Policy Agreed**           **January 1998**

**Revised & Adopted:**

**Spring 2002**

**Autumn 2006**

**Spring 2009**

**Autumn 2012**

**Autumn 2015, Autumn 2019, Autumn 2023, Autumn 2025**

**Next review Autumn 2029**

### **Introduction**

The governing Body recognises the valuable contribution that the wide range of educational activities including clubs, trips and residential experiences can make towards pupils' personal and social education.

This Governing Body aims to promote and provide such activities both as a part of a broad and balanced curriculum for the pupils and as additional optional extras.

### **Charging**

1. No charge is made for the following:
  - a. Activities during school hours
  - b. Admission to the school
  - c. Materials, books, instruments, ingredients and all equipment
  - d. Admission charges to museums, theatre etc during school hours, or outside school hours if they are a required part of the National Curriculum or to fulfil the statutory duties relating to Religious Education.
  - e. Transport to museums, theatres, swimming etc
  - f. The cost of visiting theatre companies, musicians, etc
  - g. Activities outside school hours if they are a required part of the National Curriculum or to fulfil the statutory duties relating to Religious Education.

These restrictions do not prevent the Governing Body from seeking voluntary contributions from parents to enable the activities to take place.

These contributions must be genuinely voluntary. The terms of any request must make clear that:

- a. there is no obligation to contribute
- b. children will not be treated differently according to whether or not their parents have paid any contribution.
- c. the activity will not take place unless sufficient voluntary contributions are received.

2. This Governing Body reserves the right to charge for the following:

- a. the board and lodging element of residential visits deemed to take within school hours
- b. activities deemed to be optional extras, e.g. visits to football matches, pantomimes etc taking place outside school hours
- c. Music tuition for groups of four or less
- d. Cost of ingredients for special activities e.g. technology models, puppets etc where the parents have indicated in advance that they wish to purchase the finished product
- e. The cost of replacements for repair of school property or equipment damaged due to the misbehaviour by a pupil or group of pupils.

The Headteacher is responsible for approving Costings.

## **Remissions**

1. Where parents are in receipt of income support or family credit no charge will be made for the board and lodging element of a residential visit. This information must be stated in the initial letter to parents regarding the visit.
2. There may be circumstances where family hardship may make it difficult for pupils to take part in particular activities. In such circumstances parents will be invited to apply in confidence for the remission of charges in part or in full. The Head Teacher will decide on the authorisation of any remissions.

## **Appendix 1**

### **Visit to Anywhere Museum**

Dear Parents,

It is proposed to take Class X on a visit to the Anywhere Museum in Anytown. This visit forms an important part of their study of Outer Mongolian Tribesmen and much of this term's work will be based upon it.

We are asking parents to make a voluntary contribution of £4.50 to cover the cost of this visit.

There is no obligation to contribute and no child in Class X will be excluded from the visit but it will be necessary to have substantial voluntary contributions in order for the visit to take place.

If you feel you have financial circumstances which will cause difficulty in making a contribution please talk in confidence to the Headteacher.

Yours faithfully,

Class Teacher

## Appendix 2

### Isle of Black Visit

Dear Parents,

We are planning a residential visit to the Isle of Black for the children in class X. This visit forms an important part of their study of Outer Mongolian Tribesmen and much of this terms work will be based upon it.

The costs are:

Board and Lodging	£54.00
Travel	£17.00
Insurance	£ 2.00
Admission charges	£10.00
Staff Accommodation	£ 7.00

The total cost of the visit will be £90.00

In accordance with the school's charging and remissions policy we are asking Parents to make a payment of £54.00 for board and lodging and a voluntary contribution of £36.00

If you are in receipt of Family Credit or Income Support we are asking you to make a voluntary contribution of £36.00

There is no obligation to make voluntary contributions and no child in class X will be excluded from the trip but it will be necessary to have substantial voluntary contributions in order for the visit to go ahead. If you feel you have financial circumstances which will cause difficulty in making a contribution please talk in confidence to the Headteacher.

Yours faithfully,

Class Teacher