



# **CHARGING AND REMISSIONS POLICY**

Policy agreed by Governors: **Summer term 2021**

Review Date: **Summer term 2025**

This policy should be read in conjunction with the school's Equality Policy.

**1. Policy** The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for all pupils at the school and as additional optional activities.

## **2. Voluntary Contributions**

When additional activities are planned during school time parents may be invited to make a voluntary contribution towards the cost of the activity.

There will be no obligation to contribute and children will not be treated differently if no contribution is made.

The school reserves the right to cancel the activity if the total of voluntary contributions does not meet the cost of the activity e.g. visiting theatre groups, artists, writers or musicians, sports fixtures, visits to places of educational value, hire of films, the travel and activity elements of residential visits held largely within school time.

**3. Charges** The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

### **Activities in school hours**

Charges may be made for the board and lodging element of residential activities that take place during school hours

### **Activities out of school hours**

A charge will be made to cover the full cost of each pupil of the activities deemed to be optional extras taking place outside school hours e.g. residential visits taking place mainly out of school sessions, theatre visits, sporting and musical events, club activities held after school.

### **Clubs**

A half termly charge will be made for all after-school clubs which will be used to offset expenditure incurred by these clubs. The fees will vary depending on the costs charged to the school by the individual provider plus a small element to help cover the supervision and administration of our after school club programme.

### **Music Tuition**

Charges for instrumental tuition from a peripatetic music teacher will be made directly with the tutor. Parents/Guardians will also be expected to pay in full any examination fees of the Associated Board and transport children to the examination centre, or to lessons elsewhere, at their own expense.

### **Materials**

Charges may be made to cover the cost of materials used to produce a finished article, which parents have indicated in advance that they wish to own, i.e. for Food and Textiles, Design and Technology, Art and Design.

### **Breakages**

Parents will be asked to pay the full cost or a reasonable amount towards the cost of replacing a broken window or repairing damage to furniture and fittings, fire extinguishers, defaced, damaged or lost books/materials where this is the result of poor pupil behaviour.

### **Link Club**

Parents enter into a contract for Link Club and the terms of the contract are laid out and parents sign to agree to that contract. This includes the terms for parents cancelling their child's place. Payments should be made in advance and parents may choose to use child care vouchers from their employers to fund/part fund sessions.

### **Childcare**

Parents enter into a contract for Childcare and the terms of the contract are laid out and parents sign to agree to that contract. This includes the terms for parents cancelling their child's place. Payments should be made in advance and parents may choose to use child care vouchers from their employers to fund/part fund sessions.

### **School Meals**

No child who is entitled to free school meals will ever be charged for a school meal. Other children who wish to take a school meal will be charged at the rate that the school meals provider charges.

**4. Remissions** In the cases of family/financial hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, the Governing Body invites parents/guardians to apply in confidence for the remission of charge in part or in full. Authorisation of remission will be made by the Head Teacher and the amount to be subsidised agreed with the parent/guardian.