

**INTRODUCTION**

The education we provide wholly or mainly during school hours will be free but a 'voluntary' contribution towards the cost of an activity may be requested by the school. Parents are free to decide whether or not to contribute. This policy sets out the principles upon which the school will operate charges and remissions

RESPONSIBILITIES

The Governing Body of the School is responsible for determining the content of the policy and the Head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head teacher and Governing Body.

PROHIBITION OF CHARGES

The Governing Body of the School recognizes that the legislation prohibits charges for the following:

- Education provided during school hours (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
- Examination re-sit if the pupil is being prepared for the re-sit at the school
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place 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
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport

- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school
- Transport provided in connection with an educational trip

CHARGES

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for

Travel
 Material and equipment
 Non-teaching staff costs
 Entrance fees
 Insurance costs

- Individual tuition in the playing of a musical instrument
- Re-sits for public examinations where no further preparation has been provided by the school
- Costs of non-prescribed examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused willfully or negligently by pupils
- Extra-curricular activities and school clubs

VOLUNTARY CONTRIBUTIONS

Parents will be invited to make a voluntary contribution to support curriculum related visits and trips organized by the school both during and outside school hours.

The terms of any request made to parents will specify that it is a request for a voluntary contribution and in no way represents a charge in addition the following will be made clear to parents

- That the contribution is genuinely voluntary and a parent is under no obligation to pay and
- That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher.

Voluntary contributions will be used to help finance the specific activities undertaken by the pupils.

OUTCOMES

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the LA and that it will meet the requirements of the law.