

CHARGING AND REMISSION POLICY

Date: October 2016

Review Date: October 2017

Rationale

The governors fully support the principle of free education for all children and all activities taking place during school hours will be freely available to every child. However, it is our policy that events and activities which require payment should be funded by inviting voluntary contributions from parents to meet the full cost where possible.

Aims

- To continue the wide range of activities and visits that have traditionally been organised by the school, and to broaden these educational opportunities in the future, as appropriate.
- To ensure that all pupils take part in planned educational activities by use of financial subsidies from the unofficial school fund, where possible. (The only exception to this being peripatetic music tuition which must be paid for in full by the parents/carers and has a limited number of places per year).
- To maintain a rich variety of art, craft and technology activities in school by inviting parental contributions to cover some of the cost of the materials used and taken home.
- To ensure that school property is repaired or replaced in the event of wilful damage.

Methods

- Parents will be informed of the educational value of activities and their relevance to the National Curriculum work and will be advised of the necessary voluntary contribution per pupil.
- If insufficient voluntary contributions are raised to fund an activity/visit it will be cancelled.
- No child will be excluded from taking part in activities/visits because parents/carers are unwilling or unable to pay.
- Where costs are incurred for the necessary supervising adults (eg admission charges) these costs will be covered by the school. The governors do not

expect adult volunteers or school staff to pay for their own expenses when supervising children.

- Additional support may be available for families experiencing financial hardship or who are in receipt of certain benefits, and should be requested via discussions with the Headteacher.
- Families will be given as much notice as possible of forthcoming activities/visits and will have the opportunity to pay by instalments on request.
- If a child is unwell and unable to take part in the trip, the school will refund any part of the contribution that has not already incurred a cost. However, refunds cannot be made where the school is subject to cancellation costs. If a refund is required the parents should ask at the office.
- Voluntary contributions to the unofficial school fund are welcomed at any time and will be used for the benefit of all children in school. Families/parents wishing to make a voluntary contribution should contact the school office.
- Freedom of Information Act - there will be a nominal fee charged for more than one copy of information requested.
- Parents/carers will be asked to pay for the cost of repair or replacement of any school property damaged or lost through a pupil's unacceptable behaviour.
- Private photocopying will be charged at 20 pence per copy and private telephone calls at 40 pence per call. These charges include VAT at the prevailing rate.
- Some goods may be purchased through the school for convenience, for instance school clothing, books, book bags, musical instruments. The school will not seek to make a profit from these sales. Some items may be subject to VAT.
- The school may sell some goods with the intention of making a profit to raise funds for itself, the PTA or charity. Some items may be subject to VAT. It may also organise sponsored events. It will be made clear that such donations are voluntary, and the purpose of the funds raised will be explained and reported to parents.