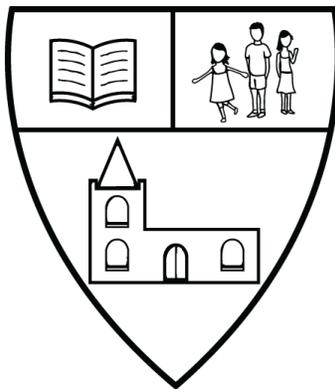


GUILDEN
MORDEN
Church of England
(VC)
PRIMARY SCHOOL



Charging and
Remissions Policy

Adopted by the *Governing Body*
Next Review Date

Spring 2017
Spring 2018

We will provide an inclusive education where all children are valued for their individuality.

The Governing Body recognises and accepts that schools have a responsibility to deliver education free of charge to all pupils, wherever possible. The governors also believe that activities which extend the basic curriculum are a valuable part of learning.

The governors will therefore strive to ensure all additional activities are available to all pupils, so that no one is excluded for financial reasons. To this end the school has applied to the diocese and secured an agreement that at the school's discretion activities can be paid from the School House Fund

1. Charges for activities in school hours

Most education relating to the curriculum takes place during school hours and is usually free of charge. However, educational trips or visits to the school by outside bodies may incur expense. Parents may be invited to make a voluntary contribution to cover the costs. The child's attendance will not be dependent on this. Where voluntary contributions fall below a certain level an activity may be cancelled.

In cases of hardship, the school may be able to assist. This is dealt with by the Headteacher in confidence and parents are invited to enquire.

2. Charges for activities out of school hours

Voluntary contributions to cover the cost of such activities will be requested; in cases of financial hardship the school may be able to assist and parents should inquire directly to the Headteacher.

The cost of residential trips will be fully inclusive and will not exceed the total individual cost per child. In cases of hardship, parents may apply to the school for help with these charges.

3. Music Tuition

Tuition in the playing of any musical instrument, where tuition is provided individually or to a group of no more than 4 will be charged. Contributions per term are to be agreed for lessons and instruments according to our contract with the provider for this service.

Music tuition will be provided by external music teachers and the school will oversee the administration and issue appropriate termly invoices to parents. Parents will be made aware that they need to give a term's notice should they wish to cancel and that unless a place can be filled they remain liable for the cost of tuition. Parents are expected to pay examination fees where appropriate.

4. Basic Items

The school will provide basic items such as stationery, pens, etc. Parents are asked to provide appropriate school clothing including a change of clothing for PE. New uniform is available to order through a parent volunteer who is also able to provide second hand items for a small charge.

5. Breakages and Damages

The governors are entitled to require parents to pay for the cost of damage caused by the pupil's behaviour (e.g. breakage of a window, damage to furniture). This also applies to lost, damaged or defaced school books. This is made clear in the School's Behaviour Policy.

6. Further Consideration

Teachers give parents as much notice as possible of the likely cost and timing of trips. In order to reduce the cost of trips the Parent Teacher Association aim to fund the cost of coach travel for one trip a year for each class. In the case of residential trips, a saving scheme will be offered to parents to spread the payments.