

CHARGES AND REMISSION POLICY

The purpose of the policy is to ensure that there is clarity over those activities and resources which the School will not seek additional charges for because they are included in the fees paid by parents and those activities / items where there may be a charge. Please note: Any charge applied by the school will be a pass-through cost, the School will not benefit financially.

We recognise the pressures that parents face and will always endeavor to ensure that we keep charges to a minimum.

For the purposes of this policy, the school day excludes lunchtime.

Activities included in the fee

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to and from the activity.

Activities not included in the fee

Activities

The Governing Body recognises the importance of activities, trips or visits which enrich the learning and educational experience of the children and we actively encourage these, for example visits to museums / information centres and activity parks /clubs. However, we also recognise that this may place additional financial pressures on some parents and therefore will only apply a charge when it is absolutely necessary.

If there are insufficient numbers of children able to / wanting to attend the activity will be cancelled.

Parents who are unable to contribute will be invited by the Governing Body to apply in confidence by writing to the Headteacher for the remission of charges in part or in full. The amount of support the school will be able to offer is dependent on the funds it has available in its bursary fund.

We will also seek voluntary contributions from parents / carers which will be used to subsidise those children whose parents are unable to contribute. Any child unable to attend will not be treated differently and is expected to attend School as normal.

Optional educational resources

Should a parent wish to own the books or equipment, such as revision guides, text books and musical instruments, these items will be chargeable.

Residential visits

The school does not currently plan any residential visits.

Extracurricular activities

We will charge for optional, extra activities provided outside of the school day, for example arts and craft club, cooking club etc. For activities that are not part of the National Curriculum or religious education, there will normally be a charge.

Where we wish to charge we will tell parents / carers in advance. Where specific funding has been received to support particular activities, we will subsidise the charge to the extent permitted by the funding.

Breakfast club

There will be charge for those parents who wish for their children to have breakfast at School. The cost of this service will be communicated to parents by letter.

Deliberate Damage to School Property

Although we envisage the occurrence of these events to be low, unfortunately they do happen. Due to financial constraints from school, any deliberate damage by a child or adult to school property including furniture, safety and sports equipment will be payable by the parents to the school. The payment would be the amount required to cover the cost of the replacement. Prior to requesting this money from the parents, a full investigation into the incident which caused the damage will be carried out by Senior Management and the Headteacher.

Optional extras

The Governing Body recognises that parents have high aspirations for children and may wish for their children to have extra tuition to prepare them for entrance exams or for further education. Where possible, the school will provide extra support but there will be a charge based on the number of children attending, resources required including teacher time.

If in the event that an activity and / or resource not covered above is required then the Governing Body, acting reasonably, may apply a charge.