**Charging and Remissions Policy**

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**Confirmation that the Charging and Remissions Policy** **has been discussed and approved by the Governing Body**

To be reviewed: **September 2019**

Charging Policy

1 Introduction

1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition, which is requested privately by the parents.

2 Voluntary contributions

2.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

2.3 The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as ‘optional extras’. This list is not exhaustive:

* visits to museums;
* sporting activities which require transport expenses;
* outdoor adventure activities;
* visits to the theatre;
* school trips abroad
* out of school clubs;
* musical events.

3 Residential visits

3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging.

3.2 When school informs parents about a forthcoming visit, it is made clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

* Income Support (IS);
* Income Based Jobseekers Allowance (IBJSA);
* support under part VI of the Immigration and Asylum Act 1999;
* Child Tax Credit, provided that Working Tax Credit is not also received and the family’s income (as assessed by Her Majesty’s Revenue and Customs) does not exceed £15,575 (Financial Year 2008/09);
* the guarantee element of State Pension Credit; and
* an income related employment and support allowance that was introduced on 27 October 2008.

4 Music tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers provided by Music for Life teach individual or small group lessons. Music for Life make a charge for these lessons.

5 Swimming

5.1 The school organises swimming lessons for some children in school. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. We do however request a voluntary contribution, but there is no obligation for parents to pay and the children will be taken for their allocated sessions regardless of any payments.

6 Out of School Clubs

6.1 The school offers a range of after school activities. The majority of these activities are provided by external parties. Therefore there is a charge for these activities. Boost provides before and after school club care. There are charges attached to this service, (please see Terms and Conditions document).

7 Breakages and Fines

7.1 We do not charge for accidental breakages and damage or fines for lost library books or artefacts on loan. However, if breakages and fines result from pupils' behaviour, then parents will be asked to pay the costs.

**8** **Remissions**

8.1 In cases where parents receive Income Support or Family Credit, we would provide for complete remission of all charges for activities deemed to be taking place mainly in 'working hours' - including 'prescribed public examinations' or 'part of the National Curriculum'.

9 Monitoring and review

9.1 This policy will be reviewed every other year or earlier in light of any emerging legislation around charging for activities in schools.

Signed:

Date policy was approved: