



Charging and Remissions Policy

Date adopted	September 2016	Owner	School Business Manager
Last reviewed	September 2017	Review cycle	Annual

Statement of Policy

Our schools aim to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the schools' policy for charging for the provision of this wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

Day Trips

Charges levied for day trips will represent the actual cost of providing the trip. It is not expected that a profit will be made. Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.

Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the schools reserve the right to cancel the trip. Once a trip has been paid for, there will be no reimbursement for absentees on the day.

Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected. Any shortfall is to be met from the School Fund or other donations.

Where sponsorship or donations have been received towards the cost of the trips, it is for the schools to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.

Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Experiences offered in School

The schools are committed to providing enhanced learning experiences to every child. The cost of providing these experiences is to be met by a voluntary contribution sought from the parent body. The schools will subsidise where possible. It is not expected that there will be any profit made.

Where voluntary contributions are sought, the schools reserve the right to cancel if insufficient funding is received. No child is to be prevented from participating because a voluntary contribution has not been received but parents will be encouraged to pay. Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day. Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Chargeable Costs

Cost will be made for materials, books, instruments of equipment if the parents wish the pupil to own them which includes:

- Materials used in technology if the child is expecting to take the finished product home.
- Cookery ingredients if the child will take the result home.
- Trips which are not part of the school curriculum or are outside the school day.
- After school clubs.
- Music tuition additional to the National Curriculum.

Residential Trips

Charges levied for residential trips will represent the actual cost of providing the trip. It is not expected that there will be any profit made.

An initial deposit is usually requested for such residential trips with the remaining cost paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required.

Where sponsorship or donations have been received towards the cost of the trips, it is for the schools to decide how to use them. Contributions may be offset against the cost of the trips as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship. Children will be treated equally regardless of the payment made by their parents.

Contribution to the School Fund

The school fund exists to enhance the learning experiences of the children at the schools. It could be used to provide, for example, visits from theatre companies, or curriculum related workshops. The school fund might also be used to contribute towards the 10% needed for the DFC (devolved formula capital) building fund.

Contributions to the fund are made by for example, local charities and the Church, or commission payments from uniform Sales and the school photographer.

Parents are asked to make voluntary contributions to the School Fund. All pupils will be treated equally regardless of whether we receive contributions; the suggested voluntary contribution is £25 per child or £30 per family.

If an activity cannot be funded without voluntary contributions it will be cancelled.

The schools may charge for clubs outside of normal school hours that are not part of the National Curriculum. The cost will be made for materials, resources or staff charges will not exceed the cost of the optional extras divided by the number of pupils participating.