



## **Charging and Remissions Policy**

### **Rationale**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips and experiences of other environments can make to pupils' all round educational experience and their personal and social development.

### **Charging**

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- School Trips: All costs
- Activities outside school hours: All costs
- Child Care before and After School: All costs
- Materials: A contribution towards the costs of materials purchased by the school in relation to
- items produced by pupils which will be taken home for personal use.
- Reading / Library Books: A contribution to the cost of replacing damaged or lost successive
- Reading and/or Library Books.
- Acts of vandalism and negligence: the Governing Body reserves the right to cover part or the whole cost, of damage to buildings, equipment which is the result of vandalism or negligence by a pupil.

### **Remissions**

The Executive Headteacher may remit charges in full or part to Families after considering specific hardship cases. Families will be invited to apply in the strictest confidence, for the remission of charges in full or part. Data protection procedures will be followed. All applications will remain confidential to the applicant and the school. The Executive Head Teacher will authorise remission and inform the Governing Body Resource Committee.

### **Insurance**

Any insurance costs will be included in charges made for trips and activities.

### **Voluntary Contributions**

Nothing in this policy statement precludes the Governing Body from inviting families to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary and that families of children who do not contribute will not be discriminated against and that if insufficient contributions are received the trip may be cancelled.

**Written/amended: May 2018**

**Review date: May 2021**