

MINETY CE PRIMARY SCHOOL
CHARGING AND REMISSIONS POLICY
November 2018

In-school activities based on the National Curriculum are provided free to all pupils of the school. Additional activities may be provided which incur expense to the school for which voluntary contributions may be invited from parents in accordance with the Education Reform Act 1988/1996.

Procedure for charging for activities

When the school plans an activity that will incur additional expense a letter will be sent to parents of the relevant pupils giving details of the activity. The letter will explain the cost of the activity and ask parents to make a suitable level of voluntary contribution to assist in meeting the costs. The letter will also state that if insufficient contributions are received then the activity will not take place.

Teaching staff and accompanying adults, who are needed in a supervisory capacity, will not be required to make any payment. Any cost so incurred will be included in the overall cost of running the activity.

In the event that an activity is cancelled as a result of insufficient contributions being received, such contributions will be returned to the respective contributors.

Charges and contributions will not be levied with the intention of making a profit. Where a charge is made for an activity parents will be told who might qualify for help with the cost.

Procedure for remissions

Once the decision has been taken to run an activity, all pupils whose parents wish them to take part will be included, irrespective of whether their parents have made a full, partial or no contribution.

Specific activities

For clarity, this policy will apply to some specific regular activities as follows:

Educational Visits

The school incurs costs for coaches and entrance fees for school trips for which voluntary contributions will be sought. The School will charge for board and lodging and will ensure the charge does not exceed the actual cost.

When the school informs parents about a forthcoming visit they will make it clear that parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging.

Swimming

Voluntary contributions will be sought to cover the cost of transport to and from the pool. The School's delegated budget will be used to meet the cost of entrance cost and tuition.

Instruction in Playing Musical Instruments

These lessons are extra-curricular and the full cost of this instruction must be met by parents.

Visitors to the school

On some occasions we have visitors to the school to enhance curriculum work – wildlife experts bringing animals for the children to see and touch or theatre groups and musicians to perform for us.

Sometimes we will need to ask the children to make a contribution to cover these costs. On some occasions we use School Funds or we ask the PTA to help with the costs.

Review Date: November 2019

This policy will be reviewed by the staff and the governors