Charging and Remissions 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 some individual or small-group music tuition.

2 Voluntary Contributions

2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contributions. 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 a trip is funded. The school provides 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, including swimming which require transport expenses
- School trips
- Visits to or by a theatre company
- Residential trips
- Musical events

3 Residential visits

3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the cost of board and lodging and travel expenses and the entrance to venues. Assistance is available for parents who are unable to meet the full costs.

3.2 If a child need to withdraw from a trip then the school will comply with the agreement established with the company for refunds, or with the School Travel Insurance Policy, if applicable.

4 Music Tuition

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

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individuals or small-group lessons are taught by peripatetic music teachers.

We give parents information about additional music tuition at the start of each academic year via the school newsletter.

5 Swimming

The school organises swimming lessons for the children in Key Stage 2. These take place in school time and are part of the National Curriculum. We currently make no charge for the activity but do request a voluntary contribution toward transport costs. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

6 Equal Access

The school is keen to ensure that no family or child should feel disenfranchised because they are unable to meet the cost of any school activity. Parents will always be informed in letters that they may speak to the Headteacher in confidence and the school will find ways to support families either through cost reductions, subsidies or staggered payment methods.

7 Completion of external documentation

When workload and time permits report/references for Private schools will be produced at a cost of £50 per reference/report. Passport forms and similar documents will be completed with an acceptable donation to the school.

8 Monitoring and review

This policy is monitored by the governing body, and will be reviewed in two years, or earlier if necessary.

Andrew Hastings

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