

# CHARGING AND REMISSIONS POLICY



## Activities Within School Time

All activities taking place in school time, including swimming, shall be free to the children involved, except in the following circumstances:

### 1. Curriculum Enrichment

Curriculum enrichment activities include such events as field trips, presentations by visiting speakers or visits to the theatre undertaken in school time. Where these activities attract a cost to the delegated budget, a letter will be sent to parents informing them of:

- a) The cost
- b) The level of voluntary contribution needed per child, to allow the activity to take place.

Parents have a right to refuse to donate any contribution, which may result in the school cancelling the activity, but will not result in the individual child being treated unfairly on these grounds.

### 2. Peripatetic Music Tuition

The cost of Peripatetic Music Tuition for individuals or small groups is charged to the parents on a termly basis. Parents must give one term notice if their child wishes to stop music lessons. Failure to do so will result in the parent still being charged for the term.

Charges will be published at the start of each school term, and parents will be invited to contact the Head of School/Executive Principal in the event of financial difficulties.

Instruments will be offered on a free-loan arrangement.

### 3. Items made by the children as part of their normal curriculum.

Provided that parents have agreed in advance to purchase the finished article, the cost of the materials used by the individual child may be charged.

## Optional Extras

Optional Extras include residential visits, and other activities taking place out of school time. Where activities are to be charged for, the following details will be sent to parents:

- a) The nature of the "optional extra"
- b) A consent form, detailing the cost to be covered
- c) The deadline by which any non-returnable deposit and/or the full cost is to be paid
- d) An invitation to see the Head of School/Executive Principal in cases of financial difficulties

e) Travel Insurance - this will be offered where appropriate

### **Damage to Property**

Where a child or group of children have behaved in an unacceptable manner which results in the damage or destruction of school property or its buildings, the Local Governing Board reserves the right to charge the parents of these children a proportion of the cost of repair or replacement of the relevant items.

### **Lettings**

On occasions, part of the school may be used by a third party outside normal school hours. It will be the normal policy of the Local Governing Board to set a charge for such a letting so as to at least recover all associated costs.

However, the Local Governing Board reserve the right to reduce or waive a letting charge, if they feel that the standard charge should not apply in a particular circumstance. If a letting charge is waived, the costs incurred are to be billed to ensure the school budget share is used for the benefit of pupils only.

### **Review**

A review of this policy will be undertaken by the LGB.