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| Policy approved & adopted by | Head Teacher |
| Date                         | Sept 2026    |
| Review cycle                 | 3 year       |
| Next Review                  | Sept 2029    |

## CHARGES AND REMISSIONS POLICY

### **Primary Department.**

**Voluntary Contributions for Educational Visits** When organising school trips or visits, which enrich the curriculum and educational experience of the children, the Primary Department invites parents to contribute to the cost of the event. All contributions are voluntary, however, if school does not receive sufficient voluntary contributions, the event may be cancelled. If the event goes ahead, please be advised that it may include children whose parents/carers have not paid a contribution. Applebee Wood School may be able to support with transport and therefore this may not be included in the cost of the trip. Eligible pupils will be entitled to subsidised interventions for a range of activities as per the Pupil Premium Policy.

**Optional Activities** Some Primary Department visits will not be linked to the National Curriculum and so these will occur out of curriculum time. Where this is the case, payment will be required in order for pupils to participate in the activity (alternate provision will be made within school for any child not attending an educational visit). For families experiencing financial hardship, the School Fund may be used to support attendance on these optional activities.

**Applebee Wood School Contribution including Fruit.** Pupils in Primary have a daily snack and a voluntary contribution may be requested to pay for the fruit, snacks and drink via ParentPay. The Pupil Premium grant supports those families who are eligible.

**Residential Visits** Schools are permitted to charge for the cost of board and lodgings during residential school trips, even if they occur mainly during school time. The school

will endeavour to ensure residential visits in the primary department are as reasonable as possible per child and that the cost can be met via a payment plan. (any additional costs may be subsidised by the school / fundraising events). Parents/carers who are unable to pay for the cost of the residential are encouraged to discuss this further with the Head of Department, Deputy Headteacher or Headteacher. Eligible pupils will be entitled to subsidised interventions for a range of activities including residential as per the Pupil Premium Policy. Parents have a right to know how each trip is funded, and this information can be provided on request.

**Food Technology / Design Technology** The technology curriculum requires children to plan, design and make items / foods. Pupils may be asked to make a contribution towards ingredients. All pupils have the opportunity to taste the food they have prepared and those who have paid the contribution can take food home.

**Swimming** The school organises swimming lessons for all children in KS2 and no charge is made to parents/carers.

**Breakages and Lost / Damaged items** Where a primary child's deliberate actions have incurred extra cost to the school, by breakage of equipment or damage to the school premises, then parents/carers may be expected to pay a contribution to cover whole or part of the cost.

**Extra-Curricular Activities** The Primary Department will endeavour to offer children a range of optional extra-curricular activities to widen their experiences during the lunchtime period e.g. Karaoke club, Choir. No charge is made to parents for these activities.

### **Breakfast / Wrap Around Morning Club**

£5 per pupil. Arrival from 8am – 8.40am.

### **Secondary Department**

**Voluntary Contributions for Educational Visits** When organising school trips or visits, which enrich the curriculum and educational experience of the children, the Secondary Department invites parents/carers to contribute to the cost of the event. All contributions are voluntary however, if school does not receive sufficient voluntary contributions, the event may be cancelled. If the event goes ahead, please be advised that it may include children whose parents have not paid a contribution. Applebee Wood School may be able to support with transport and therefore this may not be included in the cost of the trip. Eligible pupils will be entitled to subsidised interventions for a range of activities as per the Pupil Premium Policy.

**Optional Activities** Some Secondary Department visits will not be linked to the National Curriculum and so these will occur out of curriculum time. Where this is the case, payment will be required in order for pupils to participate in the activity (alternate provision will be made within school for any child not attending an educational visit). For families experiencing financial hardship, the School Fund may be used to support attendance on these optional activities.

**Residential Visits** Schools are permitted to charge for the cost of board and lodgings during residential school trips, even if they occur mainly during school time. The school will endeavour to ensure residential visits in the secondary department are as reasonable as possible per child and that the cost can be met via a payment plan. Parents/carers who are unable to pay for the cost of the residential are encouraged to discuss this further with the Head of Department, Deputy Headteacher or Headteacher. Eligible pupils will be entitled to subsidised interventions for a range of activities including residential as per the Pupil Premium Policy. Parents have a right to know how each trip is funded, and this information can be provided on request.

**Food Technology / Design Technology** The technology curriculum requires children to plan, design and make items / foods. Pupils may be asked to make a contribution towards ingredients. All pupils have the opportunity to taste the food they have prepared and those who have paid the contribution can take food home. Charges are not usually made for the cost of DT materials as many of these are from voluntary sources. Additional materials are funded from the DT budget.

**PE** All PE activities are paid from the PE budget and planned in advance, with occasional external activities. If pupils are accessing an external venue they are invited to bring in money to buy themselves a drink/ snack after the activity, however this is not a requirement because water will be provided free of charge.

**Swimming** The school organises swimming lessons for some children in Key Stage 3. No charge is made to parents/carers.

**Breakages and Lost / Damaged items** Where a secondary child's deliberate actions have incurred extra cost to the school, by breakage of equipment or damage to the school premises, then parents/carers may be expected to pay a contribution to cover whole or part of the cost.

**Extra-Curricular Activities** The Secondary Department will endeavour to offer children a range of optional extra-curricular activities to widen their experiences during the lunchtime period e.g. Multi Sports, Choir. No charge is made to parents/carers

### **Breakfast / Wrap Around Morning Club**

£5 per pupil. Arrival from 8am – 8.40am.