



Charging and Remissions Policy

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Policy Review dates

Review Date	Changes made	By whom	Date Shared with staff

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.

2 Voluntary contributions

- 2.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. 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 each trip is funded. The school provides this information on request.

- 2.3 The following is a list of additional activities organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- **visits to places of interest eg museums**
- **sporting activities which require transport expenses**
- **outdoor adventure activities**
- **visits to the theatre**
- **musical events**
- **Forest Schools**

3. Optional Extras

- 3.1 Charges may be made for some activities that are known as 'optional extras':
- **education provided that is not part of the National Curriculum or part of religious education**
 - **transport that is not required to take the pupil to school or to other premises where the local authority / governing body have arranged for the pupil to be provided with education**
 - **board and lodging for a pupil on a residential trip**

- 3.2** In calculating the cost of optional extras an amount may be included in relation to:
- **any materials, books, instruments or equipment provided in connection with the optional extra**
 - **non-teaching staff**
 - **teaching staff engaged purely to provide the optional extra**
 - **the cost, or proportion of costs of teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra**

4 Residential visits

- 4.1** The school does not charge for:
- **education provided on any visit that takes place during school hours**
 - **education provided on any visit that takes place outside school hours if it is part of the National Curriculum**
 - **supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit**
- 4.2** The school does charge for:
- **board and lodging and the charge must not exceed actual cost**
- 4.3** When the school informs parents about a forthcoming visit, it will be made clear to parents that if they are in receipt of certain benefits they will be exempt from paying the cost of board and lodging.
- 4.4** Pupils who receive Pupil Premium funding can receive subsidised funding.

5 Music tuition

- 5.1** All children study music as part of the normal school curriculum. We do not charge for this.
- 5.2** There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. The B&NES Music Service make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

6 Swimming

- 6.1** The school organises swimming lessons for some year groups during the year. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

7 Extra-curricular Clubs

- 7.1** The school offers additional activities after school and at lunchtimes. Some of these activities, normally those run by outside providers, attract a charge.

8 Remissions

For all activities for which a charge is made the Headteacher has the authority to agree full or part remission of charges for families who are not eligible for Pupil Premium funding, but who in his (Headteacher's) judgement have exceptional circumstances.