

## CHARGING AND REMISSION POLICY

### 1. Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for all pupils at the school and as additional optional activities.

### 2. Contributions

When additional activities are planned during school time parents may be invited to make a voluntary contribution towards the cost of the activity.

There will be no obligation to contribute and children will not be treated differently if no contribution is made.

The school reserves the right to cancel the activity if the total of voluntary contributions does not meet the cost of the activity e.g. visiting theatre groups, artists, writers or musicians, sports fixtures, visits to places of educational value, hire of films, the travel and activity elements of residential visits held largely within school time.

### 3. Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

Activities in school hours: Charges may be made for the board and lodging element of residential activities that take place during school hours e.g. annual school journeys.

Activities out of school hours: A charge will be made to cover the full cost for activities deemed to be optional extras taking place outside school hours e.g. residential visits taking place mainly out of school sessions, theatre visits, sporting and musical events, club activities held at lunch time or after school

Music Tuition: Charges will be made by a peripatetic music teacher to cover the cost of providing instrumental tuition to a pupil. This may include the purchase of music, instruments (or hire of instruments), minor repairs to loaned instrument and case, and such items that need replacement on account of wear and tear or misuse. Parents/Guardians will also be expected to pay in full any examination fees of the Associated Board and transport children to the examination centre, or to lessons elsewhere, at their own expense.

Materials: Charges may be made to cover the cost of materials used to produce a finished article, which parents have indicated in advance that they wish to own, i.e. for Food and Textiles, Design and Technology, Art and Design.

Breakages: Parents will be asked to pay the full cost or a reasonable amount towards the cost of replacing a broken window or repairing damage to furniture and fittings, fire extinguishers,

defaced, damaged or lost books/materials where this is the result of poor pupil behaviour.

**4. Other charges**

The Governing Body reserves the right to make a charge to provide copies of educational records based on a sliding scale from £1 to £50 depending on the number of pages.

Copies of other information/records can be provided at the school's discretion and subject to Data Protection/Freedom of Information Act requests; the school reserves the right to make a charge to provide copies based on a sliding scale from £1 to £50 depending on the number of pages.

Access to other personal information is subject to a £10 fee (reference Data Protection Act 1998)

**5. Remissions**

In the cases of family/financial hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, the Governing Body will invite parents/guardians to apply in confidence for the remission of charge in part or in full. Authorisation of remission will be made by the Headteacher.

**6. Public Liability Insurance**

Unless the provider of services is employed by the school on a contract (including 0 hours contract) or working voluntarily for expenses only, the provider of services will be expected to have in place, Public Liability Insurance up to £10 million (minimum £1 million). Proof of this insurance must be provided to the school.

Signed by Headteacher: .....

Date: September 2016

Review Date: September 2018