



CHARGING & REMISSIONS **POLICY**

<i>Review Programme:</i>	
Policy adopted by Governors at:	Finance Meeting - 6th November 2018 Signed by Chair of Committee:.....Mr.N. Flook.....
Date for next review:	Autumn 2021
Signed – Headteacher:	Mrs. P. Campbell

CHARGING AND REMISSIONS POLICY

It is the School's policy to provide a varied number of activities throughout the School year. We feel that these will enrich and broaden the overall education of the children at this school.

This policy covers:

- Part and whole day visits
- Residential visits
- Visiting groups/speakers
- Design and technology (including cooking)
- Tuition fees in playing a musical instrument
- Swimming
- Cases of hardship
- Refunds
- Breakages and damage
- Letting Fees

All voluntary activities are undertaken with the permission of the school governors which, under the terms of the Education Act, we must make plain are additional to the normal curriculum.

We can only afford to run these extra activities if they are funded by voluntary contributions from parents/carers. Parents/carers are not obliged to make a contribution. Financial assistance may be provided for any family in receipt of Family Income Supplement, or who are suffering hardship through personal circumstances.

Children will not be treated differently according to whether or not their parents/carers have made any contribution in response to a request. No child will ever be excluded from an activity if their parents/carers are unable to or opt not to make a voluntary contribution. If, however, we cannot meet the total cost by voluntary contributions, it is possible that the extra curricula activities may have to be cancelled (*Governors have agreed an 80% threshold*).

Parents/carers will always be informed by email communication or in writing of the details regarding a voluntary activity and their written consent will be sought for any child taking part in the activity.

All activities requiring a voluntary parental contribution will contain the statement...

'This is a voluntary activity undertaken with the permission of the school governors and under the terms of the Education Act, we must make it plain is additional to the curriculum. We are therefore asking for a voluntary contribution of £....., but please be aware that should insufficient funds be received to cover the costs, the trip will have to be cancelled.'

If you wish to discuss this voluntary contribution, please make an appointment to see the Headteacher.

Please note: if insufficient funds are raised through the voluntary contributions then the activity will have to be cancelled and any payments already made will be refunded.

1. Part and whole day visits:

When children are taken on a school visit to a museum, historical site, theatre etc., parents/carers will be asked to make a voluntary contribution to cover the costs. These costs will include transport costs, insurance cover and admission fees where appropriate.

The amount of the contribution will be arrived at by dividing the costs equally amongst the children taking part.

Parents/carers will be informed of the intended visit and its costs by email communication or in writing and well in advance of the date. The ability to make payments by instalments can be arranged through the School Office if preferred (from October 2018 Parent Pay has been introduced to manage school trip payments and permissions).

The necessary permission slip for all out of school activities will remind children and parents/carers of the 'Code of Conduct for School Trips' as stated in the Positive Behaviour Policy. Pupils understand the hierarchy of consequences which are a natural outcome of misbehaviour and may, in extreme cases, result in a pupil being excluded from a trip or outing.

Please note: A payment for a trip will **not** be refunded if a pupil's misbehaviour results in him/her being excluded from the trip

2. Residential visits:

Parents/carers are, of course, allowed to choose whether or not their children take part in any residential visit organised by the School.

Parents/carers will be asked to pay the full costs for those children taking part in a residential visit and this will include transport, board and lodging, insurance and entrance fees.

Residential visits will be organised months in advance to provide ample time for payment by instalments.

Please note that on residential visits the deposit will always be non-returnable.

3. Visiting groups:

When teaching staff arrange an offsite trip, parents/carers will be asked to make a voluntary contribution towards the costs.

The amount of the contribution will be arrived at by dividing the costs equally among all the children taking part.

Parents/carers will be informed of any such event in advance.

4. Design and Technology:

To minimise administrative costs we will ask all pupils to make a one off voluntary payment towards their D&T curricular activities – usually during the Autumn Term. This payment is intended to help enrich the children's D&T Education by offering a greater variety of consumables than would normally be available.

5. Tuition Fees in Playing a Musical Instrument:

Music specialists/teachers visit the school to give private musical tuition. Parents/carers of children taking these lessons will be charged the costs of the lessons directly from the private Music Teacher involved.

6. Swimming:

All Year Three children are given the opportunity to have swimming lessons once a week at Hinckley Leisure Centre. The voluntary contribution will include the entrance fee to the Leisure Centre, the transport costs to and from Hinckley, insurance, lifeguards and any additional instructors. The amount of the contribution will be arrived at by dividing the costs equally among all the children taking part, however school subsidise the cost for parents/carers.

7. Financial Support and Remission of Charges:

It is school policy to help parents/carers as much as possible when they experience difficulty in paying for any of the organised extra events.

Payment by instalments can be arranged for anyone experiencing difficulties.

In cases where there are real financial problems, it may occasionally be possible for the school to help towards the cost of the activity.

The Headteacher actively encourages anyone experiencing financial difficulties to contact the school for advice. The Headteacher or Business Manager will meet with any parent wishing to discuss this matter further. **The matter will be dealt with in the strictest of confidence.**

8. Refunds:

In cases of illness voluntary contributions will be refunded in full except for any non-returnable deposits, (Residential).

Refunds will not normally be made for any reason other than illness.

Please note: A payment for a trip will **not** be refunded if a pupil's misbehaviour results in him/her being excluded from the trip

9. Breakages and damage:

Governors have the right to ask parents/carers to pay for the cost of breakages, damage or losses their children cause by their actions, eg. broken windows, lost books etc.

In cases of hardship it may be possible to pay for this damage in instalments.

10. Letting Fees:

The School will allow the use of its facilities for community use in line with the guidelines issued by the LA and the *Hire of School Premises Policy*.

Following the initial request, the Hirer will be responsible for completing and signing the LA Application 'to Hire' forms available from the school office. They will complete a Health & Safety information sheet along with a suitable Risk Assessment, and return both to the school office. The Hirer will read and agree to abide by the Indemnity and Conditions of Hire for School Premises.

The Hirer must ensure that copies of personal insurances, licences and qualifications are provided as appropriate.

Payment for all lettings must be made in full and in advance of the bookings.

For full details please refer to the 'Hiring of School Premises Policy' document.