



Charging and Remissions Policy

This policy complies with statutory requirements on charging and is reviewed on an annual basis by the school Governing Body's Finance and Personnel Committee.

The aims of this Policy are to explain:

- what the school will make a charge for;
- what the school may request a voluntary contribution towards;
- how the school charges for the Y6 residential visit;
- the arrangements for pupils in receipt of free school meals (FSM).

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities. Voluntary contributions are calculated at the exact amount per child and do not include a subsidy for any other child. Children of parents who do not wish to contribute will not be treated any differently but where there are insufficient contributions to make the activity viable, it will be cancelled and monies refunded. A voluntary charge may be requested for the cost of materials for certain activities in DT and Art.

Residential visits

Year 6 pupils participate in a residential trip. This is an optional activity and alternative provision is made for children who do not attend. The cost of the trip is broken down into 2 parts: board and lodging; and the cost of activities. Board and lodging is fully chargeable but costs for activities and transport are paid on a voluntary basis. However, for the trip to be viable, parents are required to meet the total cost. Payment can be made by installment.

There is a limited amount of funding available to help in meeting the cost of the trip and parents who would like to explore the support available should contact the Office Manager. For those eligible for FSM, the cost of the trip is met through a combination of St Paul's Parish Rooms Trust funding and the school.

Activities outside school hours

The school has a variety of extra-curricular clubs that run outside of school hours. A charge is made for those run by external providers.

Maestros Music Tuition

Booking and payment for peripatetic music lessons is a direct arrangement with Maestros.

School property

Parents should be aware that a charge may be made for lost library books, school sports team kit or deliberate damage to school property.

Children eligible for FSM

Where a child is in receipt of free school meals, parents will not be expected to contribute towards the cost of any activity. They will still receive letters and information and be required to give consent for their child to participate.

Support

Any parents not in receipt of FSM but experiencing extreme financial difficulty in meeting the costs of school activities should contact the school office to discuss what support might be available. Cases will be treated confidentially and on a case by case basis.

HISTORY

Date	Reference	Amendments
27.11.12		Full stop at the end of the first line of Equal Opportunities. Apostrophe on 'pupil's' in second line of Activities outside school hours.
25.9.15	V1.15	Reviewed & amended