



**Charging & Remissions  
Policy  
November 2022**

## Charging for School Activities, Outings and Residential Visits

The school requirements regarding charging for educational activities are as follows:

- Where activities take place in school session time, such as outings and visits to places of interest, parents are invited to make voluntary contributions towards the cost of the activity but a pupil should not be debarred from taking part in that activity because his/her parents cannot, or will not, contribute. Nonetheless, parents should recognise that trips may not go ahead if too many parents refuse to contribute to costs.
- Where activities take place outside school session time, charges are levied, where appropriate and participation depends on payment.
- Any application for a full or partial remission of charges be considered by the Headteacher
- School residential trips must be paid in full before a child takes part. The cost of residential trips is usually spread out over a period of time and collected in a number of deposits. \*
- Any parent or carer experiencing financial difficulty can apply in confidence to the Headteacher for assistance in paying for residential trips.

N.B. If a parent withdraws their child from a residential trip after deposit payments have started for reasons other than ill health, they forfeit the deposits paid but do not pay the balance left over.

## Charging for materials and books

- Appropriate charges may be made for ingredients and materials used in lessons and activities.
- Appropriate charges may be made for Outdoor Learning activities in school session time.
- Parents will be required to meet the cost of breakages and damages where this is a result of their child's behaviour.
- Parents are required to replace lost or damaged library and text books or to pay the price of a replacement.

## Charging for Co-curricular Activity Clubs

- Appropriate charges are made for co-curricular (after school) clubs. These are set before the clubs begin and must be paid prior to a child starting a club.
- Payments for co-curricular (after school) clubs can be made via Parentmail, cash or Bank Transfer.
- Payments for co-curricular (after school) clubs, are non-refundable.

### Breakfast Club

- Breakfast Club begins at 7.45 am and finishes at 8.45 am. Children do not have to book and are registered when they attend.
- Payments for Breakfast Club are collected in arrears.
- Payments are collected on a monthly basis.
- Failure to pay results in a child being unable to attend until the arrears are paid in full.

### Externally Provided Activity Clubs

Fees for clubs run by external providers such as Little Masters Art Club, are paid directly to the company according to their own policy.

### Music tuition

- Where children participate in music tuition outside of the normal curriculum fees are paid directly to the tutor according to their own policy.
- School Recorders are purchased via the School Office.

### School Uniform

- The school stocks supply of some uniform items which can be purchased through the School Office.
- Payments can be made via Parentmail or Bank Transfer.

### Hiring School Premises

The school Sports Hall is available for hire and fees are available in the:

### **Sports Hall Letting Policy**

### Equalities Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.