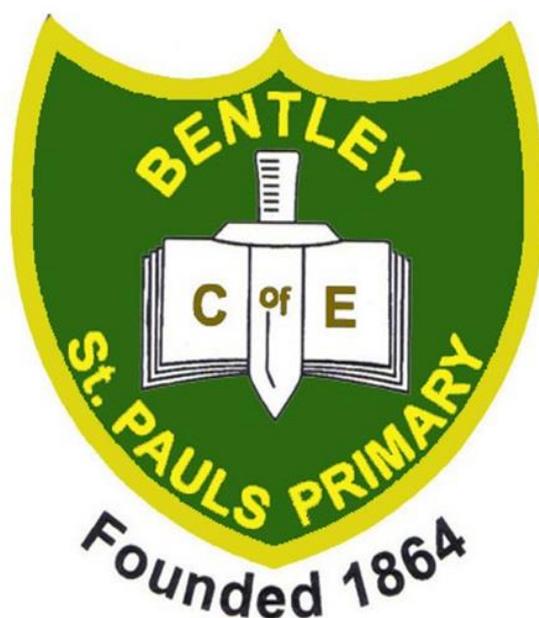


# BENTLEY ST PAUL'S C OF E PRIMARY SCHOOL

## POLICY FOR Charging and Remissions



*'Growing together in faith, love and trust, we will  
succeed.'*

Date of Policy: 2017

Date of Review: 2018

## **Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

## **Voluntary contributions for activities as part of the Curriculum**

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity. 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, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given. If appropriate and funds allow, the school or Governors may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

## **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs such as choir. There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid directly to the Music Teacher.

## **Swimming**

The school organises swimming lessons for groups of children. Lessons take place in school time and are part of the National Curriculum. We ask for a voluntary contribution to cover the cost of transport to and from the pool, provision of a lifeguard/specialist teacher and hire of the pool itself. We inform parents when these lessons are to take place and we ask for their written permission for their child to take part in these. Children of parents who are unable to pay a voluntary contribution are not refused swimming lessons.

## **CHARGING POLICY**

### **Optional Extra Activities**

(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education)

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events

Parent volunteers may be asked for a voluntary contribution towards the expense of a trip.

### **Residential Visits**

The school organises annual residential visits for Year 6 and for year 4 children. The cost of this trip includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.

Where available, sponsorship will be provided for children of families on forms of income support or in special circumstances to enable them to take part. This is stated clearly on letters and is dealt with discretely and in confidence by the headteacher and designated governor. Parents will be given the option of a payment plan to spread the costs of the residential visit.

### **Chargeable After-School Clubs**

We offer our premises to some external providers, for example Gym Club and Mad Science. These clubs are chargeable by the provider but are only open to children from Bentley. Parents are asked to contact the providers for information on spaces, cost and payment.

### **Charging in Kind**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

### **Breakages & Fines**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost text books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour.

### **Special Needs**

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

**Review**

There will be an annual review of this policy by the full governing body.