



Queen Eleanor's Church of England Junior School

**Policy Number: QE-PE-08**

## **Charging and Remissions Policy**

### **Introduction**

- THIS DOCUMENT clearly states the areas of activity for which charging is permissible
- It was developed in discussion with the Governing Body Resources Committee and taken for approval to the full Governing Body in Spring 2011
- It will be reviewed in January 2013

### **Our Philosophy**

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 trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip.

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 Friends may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded. The school provides a breakdown of costs on letters requesting the voluntary contribution.

### **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

Extra-curricular clubs run by external bodies, such as Choir, may incur a charge.

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 County Music centre which provides peripatetic music teachers to teach individuals or small group lessons on the school site. We give parents information about additional music tuition at the start of each academic year.

### **Swimming**

Swimming lessons take place onsite in school time and are part of the National Curriculum. We ask for voluntary contributions towards the upkeep of the school swimming pool.

### **Optional Extra Activities and Classes**

(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 to cover travel, board and lodging, fees of external providers, materials, books, equipment, and insurance.

The following is a list of additional activities organized 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;
- school trips abroad;
- musical events.

#### **Residential visits**

The school organises annual residential visits for all year groups. The cost of these trips 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 in the option of their choice. This is stated clearly on letters and is dealt with discretely and in confidence by the Headteacher. Parents will be given the option of a 12-month payment plan to spread the costs of the residential visit.

The school reserves the right to cancel a residential trip if it is deemed not to be economically viable.

#### **Charging in Kind**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as Food Technology or D.T. 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.

**Policy Number QE-PE-08****Review 2 yearly**

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Originated by /reviewed by	Babcock Four S			
Approved by	Resources Committee			
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