
Charging and Remissions Policy



Written By	: Headteacher
Approved By	: Governors Finance & Premises Committee
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Charging Policy

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

When organising school trips or visits 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 trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

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, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

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

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make

a charge to cover the costs of board and lodging. Parents who receive state benefits are exempt from payment.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits are exempt from payment.

Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. *We make no charge for this activity however we do ask for voluntary contributions to cover the cost of this activity taking place.* We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

Football, Hockey and Archery

The school offers additional football, hockey and archery coaching after school. A qualified FA coach, who is not a member of the school staff, runs and organises football sessions. Teaching assistants run and organise archery and hockey sessions. We make a small charge for these sessions.

After School clubs run by Teaching Assistants

We normally charge to cover the cost of materials and / or transportation. However, we use these charges only to cover the expenses of the trip, and not to make a profit. If possible, the school will subsidise such clubs to reduce costs.

Hiring out the Hall

In line with the *Hiring out your premises* guidance on the West Sussex Grid for Learning (see appendix), there are insurance obligations and charges applicable to hirers. Form SL1 sets out the Conditions of Hire and Application for Hire. It is available in the appendix and on the West Sussex Grid for Learning.

Charge

Facilities	Charge
Fixed charge per session	£29.00
Hall charge	£6.00
Heating supplement	£8.50

As set as standard charges as of 1st September 2010 in the *Hiring out your premises* guidance on the West Sussex Grid for Learning.

Monitoring and review

This policy is monitored by the governing body, and will be reviewed every three years, or earlier if necessary.