



Charging and Remissions Policy

1 Introduction

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we ask for a voluntary contribution to some activities such as swimming and trips in school time. We may charge for some additional extra activities such as individual or small group music tuition.

2 Aims and Objectives

The aims of this policy will:

- set out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers;
- clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

3 Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. 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 or carers 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 and carers have a right to know how each trip is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which we ask for voluntary contributions from parents and carers. This list is not exhaustive:

- visits to museums;
- fieldtrips and research visits;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events.



4 Residential visits

The school organises residential visits within and outside of school time. We do charge for these. The costs include a charge for board and lodging and a contribution towards transport and activities.

Parents in receipt of the benefits which give eligibility for free school meals are entitled to the remission of charges for board and lodgings. Remission of contributions towards transport and activities are at the discretion of the headteacher/Governing Body.

5 Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution for this activity. No children are excluded from swimming lessons.

6. Optional Extras

Charges may be made for some activities that are optional extras. At Sparkenhoe these include music tuition, transport to events outside of the school day, board and lodging for pupils on residential visits, extended day services offered to pupils.

a) 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 small-group music tuition, since this is an optional extra, and not part of the National Curriculum. These individual or small-group lessons are sometimes taught by peripatetic music teachers. We make a charge for these lessons when they are taught by peripatetic music teachers, but carers of looked after children are exempt from payment.

b) Additional sports coaching

The school sometimes secures the services of qualified external sports coaches for activities outside of the school day. This is an optional extra and parents/carers may be asked to contribute financially toward the cost of the coaching session.

c) Other clubs outside of the school day

All clubs outside of the school day are optional extras. The school reserves the right to charge for all or any of these.

d) Extended day services

The school offers extended day care both before and after the end of the school day. These are called morning care and after school care. These are an optional extra and charged at the currently published costs.

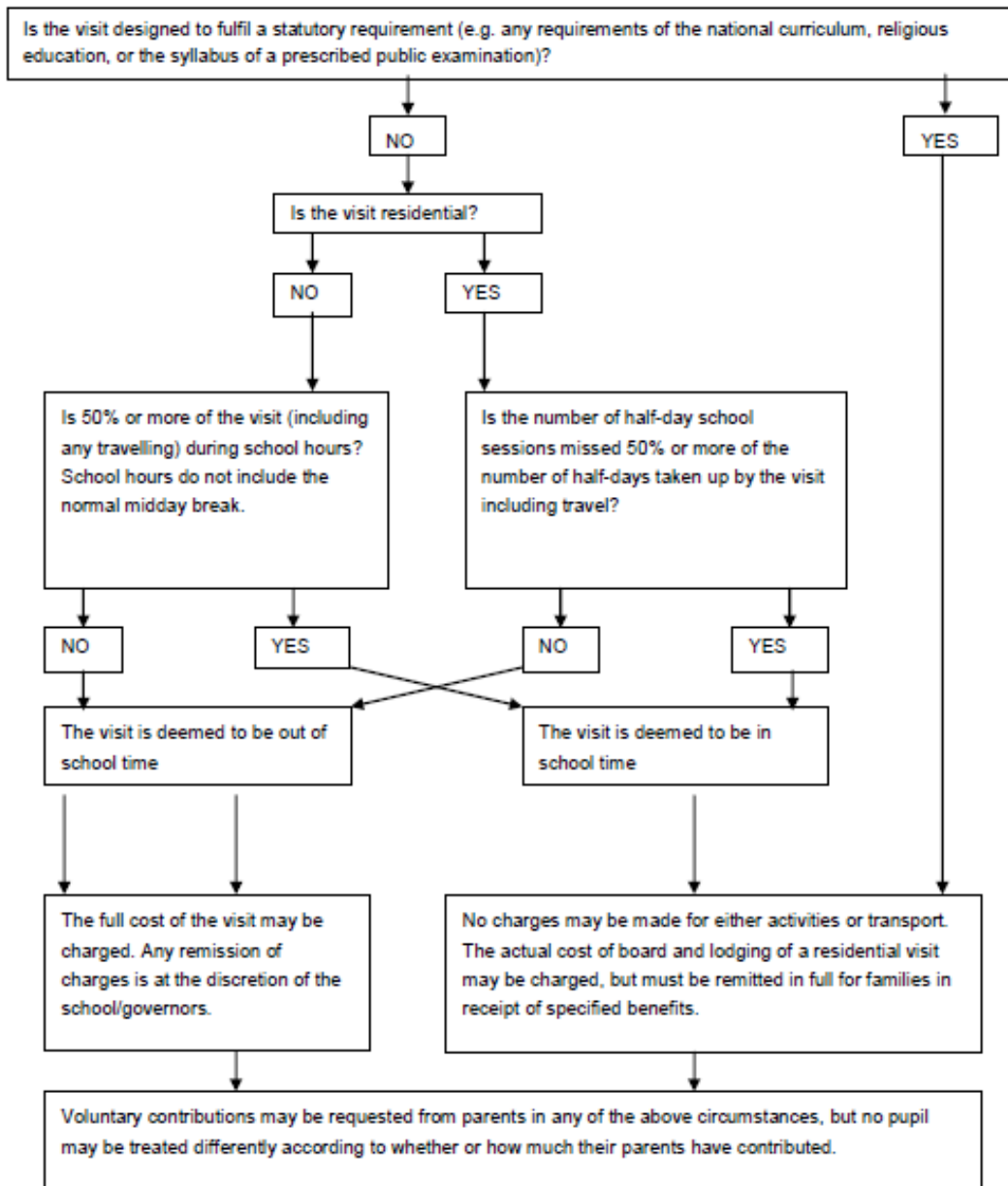


7 Monitoring and review

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

This policy was last reviewed and approved on 19/11/2018 by the Full Governing Body.

Appendix 1: Trips, visits and residential flow chart



Ref: Council for Learning Outside the Classroom