

## CHARGING AND REMISSIONS POLICY FOR SCHOOL ACTIVITIES

### GENERAL PRINCIPLES

The School Governing Body is committed to the general principle of free education. The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

### CHARGES

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school:

- Residential Activities held during school hours: charges may be made for the board and lodging element of those residential activities during school hours. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made. Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the Governing Body EXCEPT in the circumstances described below.
- Activities held outside school hours: the school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences, and are known generally as 'optional extras'. Charges may be made for these activities EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras as such and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described below.) Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made. Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate element for such things as:
  - the pupil's travel costs;
  - the pupil's board and lodging costs;
  - materials, books, instruments and other equipment;
  - non-teaching staff costs;
  - entrance fees to museums, castles, theatres, etc;
  - insurance costs;
  - the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.

Any remission arrangements for such activities will be at the discretion of the Governing Body, except in the circumstances described below.

- Materials and Ingredients: a charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents have indicated in

advance a wish to own the finished product, e.g. in home economics or CDT. Alternatively parents may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

The school is committed to using part of its Pupil Premium allocation to support curriculum enrichment activities, including offsite visits.

### REMISSIONS

Any remission arrangements for a particular activity or pupil will be entirely at the discretion of the School Governing Body. Any subsidy provided by the Governing Body will be met from the funds at its disposal.

### VOLUNTARY CONTRIBUTIONS

The school requests a voluntary contribution of one pound per child per week for KS1 and KS2. Parents of Foundation stage children will be asked for a voluntary contribution when trips are planned. This fund is intended to cover all offsite visits (except residential visits) and allows parents to spread the cost of trips and visits during the school year. The school commits to subsidise this fund where there is money in the school budget which is ring fenced. This enables staff to organise offsite visits which enrich the school experience. Office staff monitor this fund and keep records of income and expenditure. These are available to parents if requested. This contribution is sought on an entirely voluntary basis and all pupils will be treated the same, whether or not their parents make this contribution.