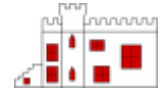


School Policy

Charges and Remissions Policy

November 2016 – issue 7

Document Number: AP-21



Document Approval

This document was reviewed and approved by the Governing Body as appropriate and effective.

Signed:

If this is one of the 2 official copies the Approver shall write "Copy 1" or "Copy 2" and initial here:

Date: _____

Name: _____

Position: _____

Document Review

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every four years.

Document Control

There is a controlled paper copies of this document, in the Policies File in the Junior Building.

All other copies (electronic and paper) are uncontrolled.

Document History

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Issue	Description of Change	Author	Checked	Date
1.0	Initial	DW/SB	DH	10-05-06
1.1	Updated and approved by Policy Working Group	AH	SB	21-05-07
2	Updated by J Briggs	JB		25-01-12
3	Updated by J Briggs	JB	Resources	28.1.13
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1 Aims and Expectations

- 1.1 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 some individual or small-group music tuition.

2 Voluntary Contributions

- 2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are accepted but no child will be excluded if he/she does not make a contribution and those children whose parents receive Family Income Support are exempt (although they may contribute if they wish to). If insufficient contributions are received then the school reserves the right to cancel such a trip
- 2.2 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.
- 2.3 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:
- i. visits to museums;
 - ii. sporting activities which require transport expenses;
 - iii. outdoor adventure activities;
 - iv. visits to or by a theatre company;
 - v. musical events;

3 Residential Visits

- 3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum we do make a charge to cover the costs of board, lodging and travel.

4 Music tuition

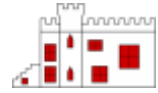
- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. NYCC make a charge for these lessons, but parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

5 Swimming

- 5.1 The school organises swimming lessons for all KS2 children who do not meet the National Curriculum Requirements. The school pays for these lessons.

6 After School Club

- 6.1 The school offers daily after school clubs and provides child care provision until 5:30pm every day. The clubs are run by a mixture of school staff and external providers.
- 6.2 We make a charge for these sessions, but parents whose children are entitled to Pupil Premium funding may be exempt.



- 6.3 The charges are set to cover the overall costs. However, in some cases, where we feel it is justified in order to broaden the range of activities and experiences available to our children, charges for one session may subsidise another.
- 6.4 We use Sports Premium money to fund some of the sporting activities and there is sometimes a small charge for those activities.

7 Breakfast Club

- 7.1 The school offers daily breakfast clubs from 7:45am each morning.
- 7.2 We make a charge for these sessions, but parents whose children are entitled to Pupil Premium funding may be exempt. The rate for breakfast club changes depending on when the child accesses it and if they have breakfast. Charges are subject to change. Payments for these clubs are made prior to the clubs starting. There are no refunds available.

8 School Resources

- 8.1 We make a number of school resources available to members of the community (such as photocopying and printing). If a cost is incurred this is recovered and any revenues are accounted for in the school budget.

9 Travel Charges

- 9.1 We normally charge if children are transported in a minibus or bus to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip, and not to make a profit.

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