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September 2016		October 2016	September 2017

Marlborough St Mary's CE VC Primary School Infants



MARLBOROUGH
ST MARY'S
PRIMARY SCHOOL

Charging and Remissions Policy

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Marlborough St Mary's CE VC Primary School Infants is committed to providing all the children of the school with a range of first hand experiences. Wherever possible, we seek to make local visits and make use of the vast wealth of local history and geography. This enables us to avoid the use of a coach that adds dramatically to the cost of a visit.

The programme of educational visits and visitors is reviewed on an annual basis to ensure maximum educational value. The school will also respond to visits that become available due to a special event or similar.

1/ Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

2/ 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 during the school day by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- educational visits e.g. farms, museums
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.

3/ Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. Sometimes teachers come in to school to teach individuals and small groups on an individual or small group basis. Payment for these sessions is organised between the child's parents and the **provider** of the tuition.

4/ Swimming

The school organises swimming lessons for all children in Key Stage 1. These take place in school time. We ask for a voluntary contribution towards the cost of this activity. 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.

5/ Activities Outside School Hours

For all activities outside of school hours, a charge up to the cost of the activity may be levied. See After School Activities Policy.

6/ Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

7/ Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Finance Committee and form part of our separate Lettings policy

8/ Other charges

The Headteacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

9/ Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

No charge or reduced charges will be reviewed on a case by case basis. The headteacher has the authority to make the decision regarding the application of this policy.