

CHARGING & REMISSION POLICY

Name of Responsible Manager / Headteacher:	Mr John DF Martin
Policy Owner:	Mrs Louise Riordan
Date of Policy Approval by Governing Body:	23 rd October 2012
Date of last Policy Review:	September 2017
Date of next Policy Review:	September 2018

Introduction

This policy informs staff and parents about charging for School Activities. It fully recognises the principle of free school education and conforms to the requirements of the Education Reform Act 1988. Within that framework charges may be made for certain activities.

The governors, in consultation with the Headteacher, are responsible for the implementation of the charging policy and the determination of any individual case arising from the implementation of this policy.

- Charges will not be made for any activities which are in fulfilment of National Curriculum requirements
- Activities, which occur mainly within school hours, will not normally be chargeable However, there will be a charge for individual music tuition if this is not part of the National Curriculum (*see section on Music Tuition for details*)
- When organising educational visits, the school invites parents to contribute to the cost of the trip. All contributions are voluntary
- Parents will be asked to pay for the residential costs of off-site activities and may be asked to make contributions to cover costs of travel and organised activities. Parents will sign an agreement to pay costs before any booking is made
- Where an activity cannot be sufficiently funded it may have to be cancelled and this will be made clear from the outset
- Requests from parents for financial help and assistance will be dealt with sympathetically in consultation with the Head and Chair of Finance Committee. Each case will be considered individually and complete confidence **on all sides** will be observed in such matters
- No child will be excluded from an activity if their parents are unable to make any form of contribution
- Parents may be asked to pay for or to contribute towards the cost of making good damage to or loss of school property. This could range from a broken window to a lost library book.

Remission

Parents who have contributed voluntarily to an activity may have a refund if their child is unable to take part in the activity through illness.

If a child is unable to attend a residential trip due to ill health then a refund may be made **minus** the non – refundable deposit.

Music Tuition

Aim:

- To make music tuition accessible to a greater number of children in school;
- To provide a wider variety of instrumental lessons offered at school.

Regulations

By making a charge for lessons the following regulations will be adhered to:

- Lessons will last for half an hour and run on a weekly basis
- Cost of lessons will be £60.00 per term, although this will be reviewed annually
- Payment for lessons will be made at the beginning of each new term
- As the charge does not cover the full cost of each lesson, the school is not obliged to offer a refund when lessons are missed through:
 - The absence of the child or
 - The absence of the teacher
- In an instance where the period of absence is long term (three weeks or more) a refund will be made consisting of £1.00 per each week missed. This will be deducted from the following term's charge
- If a child discontinues his/her lessons mid-term through their own choice, the school will not refund payment for the rest of the term
- Ideally at least **one terms notice** should be given if not continuing and notification should be made in writing to both the Music Co-ordinator and the child's music teacher
- For families unable to afford the full charge for lessons, the personal discretion of the Music Co-ordinator may be exercised relative to individual circumstances.

This policy is proposed by the Finance Committee and the Music Co-ordinator.