

## **CHARGING & REMISSION POLICY**

### **Swanmore C.E. (Aided) Primary School**

#### **Policy Statement**

Swanmore C.E. (Aided) Primary School offers a broad and balanced curriculum aimed at meeting the needs of all children to ensure their education and achieve to their full potential. Additional activities may be offered to further enhance the educational experience.

It is the Governing Body's intention that all pupils should have an equal opportunity to benefit from school activities although some activities offered to the pupils will incur a charge.

#### **Charging**

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end, we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents/carers can plan ahead;
- We have established a system for parents/carers to pay in instalments.

#### **Activities during school hours**

No charges are made for education during school hours. School hours are those when the school is in session and do not include the break in the middle of the day.

The school provides some activities during school hours for which a voluntary donation is requested. Where there are not sufficient contributions to make the activity possible, and there is no way to make up the shortfall, the activity will be cancelled.

Charges may be made for the ingredients/materials for activities where a product is produced which the child will take home.

#### **Day Visits, Visiting Speakers, Theatre Companies, Workshops**

Voluntary contributions are requested from parents/carers for day visits, visiting speakers, theatre companies, workshops, etc. Where there are not sufficient contributions to make the activity possible, and there is no way to make up the shortfall, the activity will be cancelled.

No child will be excluded should parents not wish to contribute.

#### **Music Tuition**

Instrumental music tuition is provided by Hampshire Music Services. Parents/carers who want their child to learn a musical instrument are charged for the provision £73.00 per term for the academic year 2019/2020. This will be reviewed in July 2020 for the academic year 2020/2021. As the school has to book lessons for the entire academic year, parents must commit to the entire year.

### **Activities outside school hours**

Charges will be made for activities outside school hours offered by external providers. Any charges for activities outside school hours, which are run by members of the school staff, will be to cover the cost of materials and/or transport.

### **Residential Visits**

On residential visits charges can be made for board and lodging but, because the visits take place during school hours, the cost of travel has to be met by voluntary contributions.

No child will be discriminated against should parents not wish to contribute to travel costs. However, if sufficient contributions are not made the visit will not proceed.

### **Remissions**

Parents/carers who have contributed voluntarily will receive a refund, either fully or partially depending on the circumstances, if their child is unable to take part in an activity due to illness.

Parents/carers in receipt of Income Support, Job Seeker's Allowance or Child Tax Credit should speak to the Headteacher to discuss any remission or help.

Date of Policy Issue/Review:	June 2019
Reviewed and approved by Finance & Buildings Committee:	11 <sup>th</sup> June 2019
Chair of Finance & Buildings Committee:	Andrew Wilkinson
Signature:	
Review date:	July 2020