



ARCHBISHOP BENSON C of E SCHOOL

Charging and Remissions Policy

Chair of Governors

Mark Dunn-Wilson

Democracy

**The Rule
of Law**

**Individual
Liberty**

**Mutual
respect**

Tolerance

Introduction

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 swimming, where a voluntary contribution is requested to cover transport costs.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the school are responsible for determining the content of the policy and the Head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head teacher and Governing Body.

Publication of Information

A copy of this policy will be available for parents to view on the school website or from the school office. A summary will be included in the school prospectus identifying what charges are or are not to be made and the activities for which a voluntary contribution will be requested.

Charges for Residential Trips

All residential trips will be optional. If the school organises a residential trip in school time or mainly in school time charges will be levied to cover the full charge of board, lodging and transport plus additional costs for specific activities. If parents are experiencing financial difficulties they are invited to write in confidence to the Head teacher. Charges will not be increased to cover the costs of those pupils who are unable to pay. All residential trips will require a non-refundable deposit.

Music Tuition

All children study music as part of the National Curriculum. We do not charge for this. If however individual or small group tuition is provided by peripatetic teachers a charge will be levied.

Extra Curricular Activities

Most of our extra- curricular clubs are provided by teachers, free of charge. A contribution will sometimes be requested towards ingredients or materials for certain activities. These charges will be identified in advance. Parents who are experiencing financial hardship are invited to write to the Head teacher. Ability to pay will not be a factor when allocating places.

Breakfast Club & After School Clubs

The above facilities are provided by third parties and will be chargeable .

Lettings

The school and Children's centre is available to hire. Please see the Lettings Policy for further details. The scale of charges is reviewed bi-annually by the Resource Committee.

Remissions

Any parent who is experiencing financial difficulties is invited to write or speak in confidence to the head teacher. Those in receipt of certain benefits will be entitled to part-funded support. Evidence of benefits will be required.

Voluntary Contributions

When organizing 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 others. Sometimes the school will part-fund trips in order to make them accessible to all. Funding information is available upon request.

The following is a list of activities organized by the school which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

Visits to museums

Outdoor adventure activities

Visits to the theatre

Musical events

Sporting events (transport costs)

Charges for ingredients, materials and equipment

The school will provide any ingredients, materials, equipment needed for the delivery of the curriculum. Parents who are willing to contribute in cash or in kind, will be encouraged to do so on a voluntary basis. The school will charge for or invite parents to supply ingredients, materials and equipment if parents have indicated in advance a wish to own the finished product.

Charges for breakages/damage

The governors have agreed that parents will be asked to pay for any deliberate damage to property or equipment caused by their child.

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| Policy monitored by | Resources Committee |
| Date of adoption/last re-adoption | November 2014 |
| Date of review | November 2016 |

