



Charging and Remissions Policy

Jan 2016

<i>Item</i>	<i>Policy</i>
Residential courses in school time	Parents are requested to contribute towards the actual cost of the journey. If possible, the school reduces the cost to all parents by applications to charities and fund-raising activities. Staff costs are met from the School Budget Account. There is a reduced cost for families in receipt of certain benefits or are looked after.
Day visits	Parents are requested to voluntarily contribute towards the actual cost of transport and entry fees for their child, and the school pays for staff and voluntary helpers from the school fund. The trip organiser must make it clear to parents that a trip may be cancelled if sufficient contributions to cover the costs are not met.
Activities outside school hours not within the national curriculum	Parents are expected to meet the full cost, except for children on free school meals or looked after children for whom there is a 'one free activity' offer paid for from their pupil premium funding. If the income for each activity does not meet the overall cost, such activities may be cancelled.
Individual or small group instrumental tuition	Where the school provides an 'outside' tutor, parents will be charged for the tuition directly by the tutor. Children in receipt of pupil premium are charged a reduced rate, school is invoiced for the remainder.
Lost, damaged or broken equipment or property	Parents are asked to pay for the cost of replacement when school books, equipment or fittings are deliberately damaged or carelessly treated, either at school or when they have been borrowed to take home.
Uniform, book bags, recorders, swimming hats	These are sold at or below cost price with the aim of improving the quality of education offered or for the convenience of parents, children or staff.
School photographs, photocopying, laminating	These items are sold with a small profit to the school - such profits are used to purchase books and equipment or to subsidise visits.
Schedule of fees <ul style="list-style-type: none"> • Breakfast club:- £2 per day • After school club:- £8 per day, £30 per week 	Parents are encouraged, where possible to pay termly or half termly in advance.

To be reviewed – September 2017