

BURNT TREE PRIMARY SCHOOL

Charging and Remissions Policy

The School conforms to the LA's charging policy.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. However due to the limited funds in the delegated budget the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

CHARGING FOR VISITS

a) All Visits

The group leader should always ensure that parents are notified as early as possible as to:

- the total cost of the visit;
- how much of the cost will come from central funds, how much each parent will need to pay
- how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element);

Early notification of the above is important as this allows parents to make financial preparations.

b) During Normal School Hours

In all schools, visits which occur during school hours must be provided free of charge. However, parents can be asked to make a voluntary contribution towards the cost of the trip. In reality the value of the requested contributions equates to the total cost of the visit (or more to allow for

those parents who cannot or will not contribute) and therefore if insufficient voluntary contributions are forthcoming the visit may have to be *cancelled* - parents must be notified of this contingency. Pupils whose parents/guardians do not contribute cannot be discriminated against.

A letter about the visit is sent out to parents and contains a reply slip (with space for parental signature) and also a section on meeting the costs of the visit.

c) Outside Of Normal School Hours/Optional Extras

The Head Teacher can charge parents for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'.

An optional extra:

- falls wholly or mainly outside school hours, i.e. a residential trip during the school holidays is an optional extra.
- does not form part of the National Curriculum or the statutory requirements for religious education.

BROKEN EQUIPMENT (REPLACEMENT)

The Governors will allow the Head Teacher to ask pupils and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the pupil's part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

REMISSIONS

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. Such cases will be dealt with in confidence.

Policy Reviewed April 2015 Signed.....J Bitchenor..... Chair
of GB