



Holdbrook School and Nursery

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Charging and Remissions Policy

Signature: **Date:**
Headteacher

Signature: **Date:**
Chair of Governors

Review Date: June 2018

Holdbrook Primary School

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we reserve the right to charge for some additional extra activities that may go on into the evening, or incur larger transport costs.

The aims of this policy are to:

- set out what the school will **not** charge for, and what it **will** make a
- charge for or request a voluntary contribution from parents/carers;
- clarify how charges will be determined, so that parents and carers
- understand why requests for payment are sometimes made for
- some activities.

1 Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. 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 or carers havenot paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow thechild to participate fully in the trip or activity. Sometimes the schoolpays additional costs in order to support the visit. Parents and carershave a right to know how each trip is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as "optional extras". This list is not exhaustive:

- visits to museums
- field trips and research visits
- sporting activities which incur transport expenses
- outdoor adventure activities
- visits to or by a theatre company
- school trips abroad
- musical events

2 Residential visits

If the school organises a residential visit in (or mainly in) school time, which provides education directly related to the National Curriculum, we do not make any charge for the education. However, we do suggest a voluntary contribution to cover the costs of board, lodging and evening activities.

The school generally manages to secure additional funding which keeps the suggested contribution as low as possible. Unfortunately, if we cannot raise sufficient funding through these sources, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

3 Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

4 Swimming

The school organises swimming lessons for all children in Key Stage 2 and Year 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution from parents and carers to cover the cost of transport. We inform parents and carers when these lessons are to take place.

5 Additional sports coaching

The school is sometimes able to secure the services of a qualified sports coach. It is necessary for the school to make a charge for this service and so children attending these sessions may be asked to contribute financially toward the cost of the coaching session.

Monitoring and review

This policy is monitored by the governing body, and will be reviewed every three years, or sooner if necessary.