



# Charging & Remissions Policy

This policy has been agreed and developed by children, staff, parents and governors of the school.

**Signed on behalf of governors:** .....

**Date Agreed:** .....

**Headteacher:** Mr K O'Reilly / Mrs L Suter

**Review Due:** Autumn 2019

**Policy Author:** DMBC Model Policy Adopted & Adapted by NRCS.

**Rationale**

Review No:	Date	Summary of Changes	Reviewer
1	13.06.18	Policy Reviewed & Updated for FY 2018-19	M. Moorcroft
2	06.11.18	Statement on Best Value & Costs added by SLT	L. Suter

## **1. Introduction**

1.1 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 individual or group music tuition however we may ask for a voluntary contribution towards costs. The school ensure the principles of best value at all times and as a result costs to the school and/or families are kept to a minimum where applicable.

## **2. Aim & Scope of Policy**

2.1 North Ridge Community School has created this policy with the aim of informing parents and carers of any charges which may be made by the school in relation to their child's education.

## **3. Voluntary contributions**

- When organising 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, including the transport costs. 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 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 the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit if this is viable within the budget. Parents have a right to know how each trip is funded. The school provides this information on request. If we do not receive sufficient voluntary contributions, we may have to cancel the trip or event.
- The following is a list of additional activities organised by the school, which require voluntary contributions from parents, if they do not form part of the National Curriculum. These activities are known as 'optional extras'. This list is not exhaustive:
  - food technology ingredients ;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to the theatre;
  - school trips;
  - musical events

## **4. Residential visits**

4.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to write in confidence to the Executive Headteachers. Pupil Premium funding may be used, at the discretion of the Executive Headteachers, where it is appropriate to do so and in line with the school's Pupil Premium Statement'.

## **5. Music tuition**

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

## **6. Swimming**

6.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time

and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

## **7. Lettings**

- 7.1 The school may charge for the hire of school facilities. Charges are reviewed annually by the Governors' Finance Committee to ensure the delegated budget is not subsidising the cost of running facilities for third party use. Charges are notified to hirers in advance of booking the facilities and a lettings agreement and application form are completed before use of the facilities is allowed.
- 7.2 Users are invoiced wherever possible in advance of using the facilities and in accordance with VAT rules and regulations.