

CHARGING AND REMISSIONS POLICY

The governors Policy on charging and remissions is set out below:-

The activities that come under this document's brief are:

- 1 Practical activities involving consumables.
- 2 Educational visits
 - a) day visits
 - b) residential visits
 - c) limited place visits
- 3 Music Tuition.
- 4 Visits by touring groups and artists.



1 Practical Activities

For certain practical activities eg sewing, clay-work and cooking, the school will provide the materials for all of the children taking part. However on some occasions a charge to cover the cost of the materials/ingredients will be made. Parents will be notified prior to the activity if this is to be the case.

2 Educational Visits

2a) Day Visits

When a visit is proposed, contributions will be requested to cover, not exceed, the cost of the visit. These contributions are voluntary. However it must be understood that the voluntary contributions will be entirely used to fund the activity for which they are requested. Should the full amount necessary not be raised, the activity may not take place. No pupils will be treated differently according to whether or not their parents have made any contribution in response to the request.

2b) Residential Visits

When a residential visit is planned the school will charge the parents the actual cost of board and lodging. A 'voluntary contribution' will also be required which should be paid to cover the remaining costs. It must be understood that the voluntary contributions will be entirely used to fund the activity for which they are requested. Should the full amount necessary not be raised, the activity may not take place. Payment must be received in full by the published deadlines which are given to parents well in advance of all residential trips.

2c) Limited Place Visits

If places on a proposed visit are limited the school will decide on which children will take part. A parent's willingness or ability to make a voluntary contribution will not be one of the criteria.

Remissions. Where any parent is in receipt of Working Family Tax Credit Income Support, and/or Job Seekers Allowance, a charge will be made for board and lodging only. If there are difficulties the school should be contacted as a matter of urgency. Pupil Premium money may also be used if appropriate. The case will be treated confidentially and a decision will be made by the Head teacher. The Management Cte of the GB will be informed of proposed costs.

3 Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Specific music tuition is provided by the LEA (Northamptonshire Music and Performing Arts Service) and by private individuals.

The LA invoice is sent to school and is paid promptly, therefore the school asks that payment from parents must be made prior to the lessons and by the requested date. Payment requested by private tuition, within school time, must be paid to the provider by their deadlines.

4 Visits by Touring Groups and Artists

Should any visiting group or artist come to school who makes a charge to the school, a voluntary contribution may be requested. However it must be understood that the voluntary contributions will be entirely used to fund the activity for which they are requested. Should the full amount necessary not be raised the activity may not take place. No pupils will be treated differently according to whether or not their parents have made any contribution in response to the request.



For outstanding debts please refer to Income Policy.



Insurance – Personal Accident

Parents should be aware that there is no universal personal accident cover for school children. Cover is provided for staff and volunteers. An annual County liability policy is in place to cover pupils engaged on educational visits, school journeys etc and also for visits in this Country involving an overnight stay.

A general liability policy protects the Council against the consequences of actions brought against it on behalf of pupils.

Parents are advised to check with the Headteacher for more detailed information. Parents are, of course, at liberty to take out insurance on an individual basis should they want additional cover for their children.

**Reviewed and Adopted
By the
Full Governing Body
March 2017.....**

For Review 2018