



Charging & Remissions Policy

Document control sheet:

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Date	Process	Name	Status
20/06/12	Rebranded for The Ferns Primary Academy		
Sept 2012	Drafted	Northern Education Trust	
Insert date			
Sept 2012	Approved by Stakeholders	Northern Education Trust	
Sept 13	Reviewed annually henceforth.	Full Meeting	Working document
July 2017	Reviewed		
October 2017	Adopted by Governors		
	Be reviewed annually and displayed on school website.		
Signed		Chair Of Governors	

Introduction

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.

Voluntary contributions for activities as part of the Curriculum

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.

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, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

If appropriate funds allow, the school or PTFA may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs such as choir or guitar are also without charge.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid to the school who is charged by Bolton Music Service which provides the peripatetic music teachers to teach individuals or small group lessons on the school site.

Parents in the appropriate year groups are given information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for one or two year groups of children. Lessons take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place and we ask for their written permission for their child to take part in these lessons.

Optional Extra Activities

(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education)

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- *sporting activities which require transport expenses;*
- *outdoor adventure activities;*
- *visits to the theatre;*

- *musical events*

Activities not run by the School, LA or Trust

When organisations acting independently of the school, LA or Trust arrange activities to take place during school hours and parents want their children to join the activity, such organisations may charge parents.

Residential Visits

The school organises an annual residential visit for Year 5 & 6 children. The cost of this trip includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.

The governors' policy is for the school to cover the cost of any additional teacher time necessary to lead the trip or subsequent follow up work.

Where available, sponsorship will be provided for LAC children to enable them to take part in residential visits.

All parents will be given the option of a payment plan to spread the costs of the residential visit.

Charging in Kind

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

Breakages & Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- *broken windows*
- *defaced, damaged or lost text or reading books*
- *replacement reading or homework diaries*
- *defaced pupil workbooks*
- *any item damaged as a result of unsatisfactory pupil behaviour.*

Special Needs

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

Review

There will be an annual review of this policy by the full governing body.