



# Charging & Remissions Policy

<b>Adopted On:</b>	September 2015
<b>Review Date:</b>	September 2018
<b>Review Frequency:</b>	Every 3 years
<b>Committee Responsible:</b>	Resources

We invite contributions to meet the cost of activities of educational value which could otherwise not take place for example swimming, visiting theatre groups, and school trips. Each activity is carefully selected to contribute significantly to the children's education. We always keep costs to a minimum and endeavour to give as much notice as possible. Arrangements to make contributions by instalments are available. No child is ever excluded from any activity on financial grounds

We also seek a voluntary donation from parents of children who wish to take part in after school clubs. This donation contributes in part towards the cost of materials to enable provision of a range of after school clubs run by the school staff.

### **Music tuition**

There is a charge for individual or small-group music tuition, since this is an additional activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. Surrey County Arts make a charge for these lessons

### **Clubs**

Teacher run clubs usually free, except for clubs like cooking which might charge a minimal cost for ingredients. After-school clubs run by outside organisations fix their own charges which are payable by parents who choose for their child to attend these activities.

### **Swimming**

Swimming lessons are not a statutory requirement of the Key Stage 1 curriculum. Therefore a parental contribution towards the cost of lessons and transport is encouraged.

### **General Principles**

- Contributions requested relate directly to the educational visit or activity (and may include entry fee, travel and the cost of preliminary visits and risk assessments)
- The individual contribution requested per pupil does not include subsidies for those unable or unwilling to contribute
- Contributions suggested are a minimum and parents may choose to donate more than the suggested figure
- Contributions may be made in instalments

- The school will endeavour to inform parents of the cost at the earliest opportunity

Where a school activity is planned but insufficient contributions are received the activity may be cancelled and refunds will be made.

This policy is in line with the Education Reform Act (1999) which states that schools may invite voluntary contributions in support of extra activities during or outside regular school hours.

### **Breakages, Loss and Damages**

In the event of damage to or loss of school property or equipment parents may be asked to pay for repair or replacement if their child's behaviour, whether deliberate or accidental, caused the damage. The charge levied would only be for the replacement or repair of the item.

### **School Uniform**

School uniform is sold to parents at cost price including a small fee for administration. No profit is made from uniform sales.

### **Lettings**

The governors decide the rates for the hire of the school premises annually. These rates are decided in accordance with Local Authority guidance.