



# Summerville Primary School Charging and Remissions Policy

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|---------------------|----------------|
| Date                | November 2016  |
| Review Date         | November 2017  |
| Designated Governor | Michelle Duval |
| Signature           |                |
| Chair of Governors  | Michelle Duval |
| Signature           |                |
| Head Teacher        | Joanne Jordan  |
| Signature           |                |

## 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 some individual or small-group music tuition.

## Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents 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 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. Parents have a right to know how each trip is funded. 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. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events.

## **Residential visits**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging.

## **Music tuition**

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

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

## **Swimming**

The school organises swimming lessons for all children in Year 4. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. However we ask for a voluntary contribution of £2:00 a week to cover the cost of transport. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

## **Refunds**

Refunds for Educational Visits can only be given if school has not already paid for the coach or activity. If parents inform school that a child cannot attend a visit in advance, for example due to a hospital appointment, then it may be possible to offer a refund if it is requested. If a child does not attend school on the day of the visit and the visit has been paid for by school prior to this then refunds are not provided.

## **Monitoring, evaluation and review**

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school. The policy is available on the school website.