KINGSLAND C.E. ACADEMY
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Policy:	Charging & Remissions	**Signature:**	
Ref:	P03		
Updated by:	Sara Goddard / Kerry Sharp	**Date:**	September 2017
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Overview

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. The school will ensure that on no occasion where charges may be levied, as for example, for residential or other visits, any pupil is disadvantaged solely by their inability to pay.

Objectives

1. To make clear what will be provided without charge and what will be offered with a charge being made.
2. To clarify what is meant by any request for voluntary contributions.

Voluntary contributions

1. 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.
2. Subsidies from various sources e.g. School Fund, Kingsland C.E Academy PTFA, voluntary organisations, will be considered to cover deficits. Surplus finance will be used via school fund for the benefit of the children.
3. Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments.
4. If a parent wishes their child to take part in a school trip or event, but is 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.
5. 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 & outdoor adventure activities;
   - visits to or by a theatre company;
   - school trips;
   - musical events.
   - transport

Residential Visits

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, there is no charge for the education. However, a charge to cover the costs of board and lodging and a contribution for transport and activity costs will be sought. If parents are experiencing financial difficulty they are invited to discuss the matter in confidence with the principal. Parents of children who receive free school meals are offered the option to make a reduced payment.
2. For visits made out of school hours, a charge equivalent to the full cost of the visit will be made.

Music tuition

1. All children study music as part of the normal school curriculum. We do not charge for this.
2. 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 small charge for these lessons. If parents are experiencing financial difficulty they are invited to discuss the matter in confidence with the principal.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore 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.

After school activities

The school offers additional activities after school. We reserve the right to make a small charge for these sessions.

Damage and Breakages

The school may ask parents to pay for damage to school property or equipment where this is a result of a pupil's misbehaviour.