

Charging & Remissions Policy

POLICY

Churchfields recognises the contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupil's personal and social development.

Churchfields aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

PROCEDURE

Charges

The school reserves the right to make a charge to the parents in the following circumstances for activities organised by the school:-

- The board and lodging element of the residential visit deemed to be taking place within the school term.
- The full cost to the pupil of any activity deemed to take place within school hours.
- The full cost to each pupil of any activity deemed to be an optional extra taking place outside school hours.
- The cost of materials, ingredients and equipment for cooking, needlework, art/craft, or design technology provided the parents have indicated, in advance, that they wish to own the finished product.

Nothing in this policy precludes the school from inviting parents to make a voluntary contribution towards the cost of providing education for the pupils.

School Visits made during school hours

There are no funds available within the school to provide for school visits taking place wholly or mainly during school hours. The school will ask parents for a voluntary contribution to cover the costs of these visits. Parents will be informed of the amount of contributions required to cover the actual costs incurred. In the event of insufficient contributions being made, the visit will be cancelled and all contributions will be returned.

Visitors coming into school during school hours

Where a cost is incurred in inviting visitors into school, the school will apply the same procedures as visits made away from school. The school will ask parents for a voluntary contribution to cover the costs of these visitors. Parents will be informed of the amount of contribution required to cover the actual costs incurred. In the event of insufficient contributions being made, the visitors will be cancelled and all contributions will be returned. This will usually be such things as visiting theatre groups, authors and artists.

POLICY & PROCEDURE

Remissions

In certain circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging some chargeable activities, the school will invite parents to apply, in confidence, for remission of charges in part or in full. Authorisation of these remissions will be made by the Headteacher.

Policy Updated: April 2016