



## **Charging and Remissions Policy**

### **Practical Issues**

1. No charge will be made for basic materials or ingredients needed for practical subjects.
2. On the occasions when children take home the finished products, parents will be asked to contribute a proportion of the cost, on a voluntary basis.

### **Music Lessons**

1. A charge will be made for those receiving peripatetic music lessons. From September 2017 the cost is £6.70 per lesson.
2. Musical instruments are provided by the peripatetic music service.

### **Visiting Entertainers and Drama Companies**

A letter will be sent to parents, asking for voluntary contributions to cover some of the cost. The residue will be met from either School Fund or Capitation. No child will be excluded if a contribution is not made.

### **School Visits for the Enrichment of the Curriculum**

#### Inside school hours

1. A letter will be sent to parents asking for voluntary contributions to cover transport costs, insurance and entrance fees.
2. Parents must be informed that there is no obligation to make a contribution and that pupils whose parents do not make a contribution will be treated no differently on this account.
3. A particular visit or activity may not take place if the total contributions are less than 75% of the cost.

#### Outside school hours

If parents agree to their child participating in extended or extra curricula activities, they will be obliged to pay all costs. Parents must also pay the full cost of school organised residential visits.

### **Breakages and Fires**

1. No charge will be made for accidental damage.
2. For those damages which are the result of deliberate irresponsible behaviour, parents will be asked to contribute towards putting the damage right.
3. Parents will be asked to pay for lost library books.

### **Remissions**

Charges can be waived in exceptional cases, at the discretion of the class teacher and after consultation with the Head of School.

### **Approved/ratified\*by Finance and Personnel Committee (\*delete as appropriate)**

Signed:	Chair of Committee:	Date:
---------	---------------------	-------