



## **CHARGING AND REMISSIONS POLICY**

### **Archibald First School**

#### **1. Introduction**

**1.1.** 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 individual or group music tuition.

#### **2. Voluntary contributions**

**2.1.** When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. 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. Payment for trips and visits is made using Parent Pay, details can be obtained from main school office.

**2.2.** 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. Pupils who are eligible for free school meals and/or receive pupil premium funding will not be asked to make a financial contribution to any enrichment activities.

**2.3.** 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;
- visits to the theatre;
- school trips abroad;
- musical events

#### **3. Music tuition**

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

**3.2.** There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons.

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### 4. Swimming

**4.1.** The school organises swimming lessons for all children in Year 3. These take place in school time and are part of the National Curriculum. We 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 in swimming lessons.

### 5. Monitoring and Review

This policy was reviewed and agreed by the Governing Body. We are aware of the need to review the Charging Policy regularly. The Charging and Remissions Policy will be formally reviewed by the Finance Committee annually.

**Date of last review:** October 2017

**Date of next review:** Autumn 2018