



**MANOR JUNIOR SCHOOL**  
Motivation, Joy, Success!

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Headteacher: Mrs C. D'Netto

# Charging and Remission Policy

Ratified and agreed by Governing Body on:	10 <sup>th</sup> January 2018
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Signed:	_____	Mrs R Fisher (Chair of Governors)
Date:	10.01.2018	

Signed:	_____	Mrs C. D'Netto (Headteacher)
Date:	10.01.2018	

Policy to be next reviewed: Spring Term 2019	__ / __ / 2019
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Spring Term 2018

# Manor Junior School

## Charging and Remissions Policy

### **1. Introduction**

All education during school hours is free. Manor Junior School do not charge for any activity undertaken as part of the National Curriculum.

### **2. Voluntary Contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to pay for the trip. If we do not receive sufficient payment, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any payment. 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 payment, 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 payment 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 the theatre;
- musical events.

### **3. Residential Trips**

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

### **4. Music tuition**

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

### **5. Swimming**

All children do receive swimming lessons as part of the normal school curriculum. We do not charge for this.

## **6. Activities Outside School Hours**

No charge is made for activities that are outside of school hours and are part of the National Curriculum. However, we may ask for a contribution towards some materials. For example Recorder Club is not chargeable for children. Parent/carers contribute towards the payment of the recorder and the music recorder book.

The school also runs extra-curricular after school clubs which do not form a part of the National Curriculum. However a charge is incurred from parents/carers to cover staffing costs and material/resources to run the club.

## **7. Damage/Loss to property**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

## **8. Other charges**

The Headteacher, Finance and Resources committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

## **9. Remissions Policy**

Where parents are experiencing financial difficulty and unable to meet any of the charges of the school, parents can apply in confidence to the Headteacher for the remission of charges in part or full. It will be at the discretion of the Headteacher to make authorisation of remission.

## **10. Review**

Policy to be reviewed annually.