

POLICY STATEMENT ON CHARGES AND REMISSIONS

The Governing Body accepts the principle of not charging for educational activities which are an essential part of the National Curriculum. However, the Governing Body recognises the need for Voluntary Parental Contributions to provide additional optional activities, as the expense for these cannot be met out of the normal school capitation allowance. The Governing Body requires that the LEA Schools Travel Insurance Scheme is taken out for all visits.

1. For the purpose of this document the Governors regard all part or full day visits as optional extras, i.e. they are not essential to fulfil the school's statutory duties relating to the National Curriculum, but are additional experiences. Therefore, Voluntary Parental Contributions will be requested as set out below:-

(a) Voluntary Parental Contributions will be requested for all part/full day visits to cover the cost of transport and admission fees and insurance cover.

(b) Voluntary Parental Contributions will be requested to cover the cost of any performances given in school by visiting theatre groups, speakers, etc.

(c) Voluntary parental Contributions will not be in excess of the total cost of the activity and no profit will be made by the school.

(d) (i) **Day Visits** – Any reasonable deficits will be met out of school funds, as will the cost of any necessitous child. Travel Insurance costs may be remitted at the discretion of the Head Teacher.

(e) Parents will be informed that if insufficient Voluntary Parental Contributions are sent to make any activity viable, then the activity would have to be cancelled and any Voluntary Parental Contributions would be refunded.

(f) Voluntary Parental Contributions will be refunded to any child absent with justifiable reason on the day of the activity subject to deductions for deposits which are nonreturnable. In such a case where deposits or entrance booking fees are nonreturnable, parents are to be informed in advance.

2. Any child providing their own ingredients for baking or food preparation activities will retain the end result.

3. The Governors reserve the right to charge parents for the repair or replacement of any damage to premises or equipment caused by their child.

If a visit is defined by the school as being "essential" to the school curriculum then the Governing Body will permit the school to raise the money, through various fund raising activities, for the sole purpose of financing the total cost of the visit.

Similarly, the Governing Body will permit the school to raise funds by various fund raising activities, for the purpose of providing part of the cost of an activity or for a journey fund to cover deficits of a reasonable nature (in 1d(i)).

Clear information will be circulated to parents by letter, outlining the educational benefit of the visit and that the visit or activity will not be viable without Voluntary Parental Contributions.

The visit out of school should be directly related to the topic work. Voluntary Parental Contributions should be received by a specified date before the visit.

Coach/travel arrangements and venue booking arrangements should include a cancellation clause.

Every child partaking in a visit or activity needs to have parental consent forms filled in, even if they are not contributing to the visit/activity.

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