



## Charging (and remissions) policy

To go further than I thought.  
To reach higher than I dreamed.  
To become the person I need to be.'

Reviewed policy agreed by Governors:	Summer term 2018
Reviewed policy shared with staff on:	Summer Term 2018
Policy to be reviewed again:	Summer Term 2020

### **Charging (and remissions) policy**

The school recognises that all pupils are entitled to a broad and balanced curriculum. This includes a variety of curriculum based and non-curriculum based activities that may incur charges. We do not levy compulsory charges for transport, admission costs, swimming lessons or trips during school hours.

### **Voluntary contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. Pupils will not be excluded from taking part in any such activity through financial disadvantage. We ensure that where some pupils may not have paid for a daytime activity they are not treated differently than any others.

If a parent wishes their child to take part in a school trip or event, but is unable or unwilling 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 information on request.

The following is a list of activities, organised by the school, which require voluntary contributions from parents. These activities are referred to as 'optional extras'. The following list is not exhaustive:

- visits to museums and galleries
- visits to or by a theatre company
- Sporting activities (which require transport)
- Musical events
- Workshops organised in school by outside organisations

### **Residential Visits**

When the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the curriculum (Wrotham ), we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging. We also make a charge for visits off site, entry fees and for any speakers who come into the Centre. Parents who receive benefits may apply for a grant towards the cost of the visit.

### **Music tuition**

All children study music as part of the school curriculum, we do not charge for this. In Year 3 the school pays for all pupils to receive free tuition in one instrument

There is no charge for any other individual or small-group music tuition.

### **Swimming**

The school organises swimming lessons for KS2 pupils. These take place in school time and are part of the school curriculum. Therefore, no charge is payable.

**Sports**

The school offers additional sports coaching after school. Where professional coaches are used, there may be a small charge payable to cover the costs. In the event of financial difficulty, the school will bear the cost of the activity for pupils who are eligible for that activity.

**Extended School Activities**

The School runs a Breakfast Club which provides care and support for pupils outside of school hours. They are provided with breakfast and sporting activities. We make a charge to cover the costs of staffing and resources.

**Vandalism or deliberate damage**

Parents are asked to talk to children about looking after the school environment. If damage occurs parents are informed by the head teacher and the suggestion of a contribution from pocket money towards repair costs will be made.