



CHARGING AND REMISSIONS POLICY

September 2019

Charging Policy

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 some individual or small-group music tuition.

2 Voluntary contributions

2.1 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. 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. Where possible, the school will support disadvantaged pupils with contributions towards trips and visits.

2.2 The 1988 Education Act draws a distinction between the term `charges` which are considered to be an obligatory cost and `voluntary contributions` which are self-explanatory.

2.3 Subsidies from various sources e.g. School Fund, Westfield School PTA and other voluntary organisations, will be considered to cover deficits. Surplus finance will be used via school fund for the benefit of the children.

2.4 Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments.

2.5 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.

2.6 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;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips;
- musical events.
- transport

3 Residential visits

3.1 If the school organises a residential visit in school time, or mainly in school time, we charge for the board, lodging and travel expenses. Parents of children who receive Pupil Premium Grant Money may be offered the option to make a reduced payment.

4 Music tuition

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

4.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. The peripatetic teachers will make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

5 Lunch time / After School Sport and Creative Activities

5.1 The school offers additional activities after school and during lunch breaks. We reserve the right to make a small charge for these sessions.