

CHARGING AND REMISSIONS

INTRODUCTION

Riverside School conforms to the LA charging policy, the *DES Circular 2/89* and the *Education Reform Act 1988: Charges for School Activities*.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

CHARGING FOR VISITS

1.1 The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

1.2 The class teacher will always ensure that parents are notified as early as possible as to:

- how much of the cost will come from school funds (in the case of school journey);
- how much each parent will be asked to contribute towards the cost of the visit;
- how much spending/pocket money pupils will reasonably need

1.3 Visits which occur during school hours must be provided free of charge. However, parents can be asked to make a voluntary contribution towards the cost of the trip. Pupils whose parents/carers do not contribute will not be discriminated against.

1.4 The Governing Body may offer to remit some of the cost of full board and lodging for the Year 6 school journey. The decision to offer to remit board and lodging costs, as above, is subject to the parents of a pupil being eligible for Pupil Premium.

Permission slips (school hours)

2.1 A letter about the visit is sent out to parents and contains a reply slip (with space for parental signature) and also the costs of the visit. It will also inform parents whether a packed lunch needs to be provided.

Outside Normal School Hours/Optional Extras

3.1 The Headteacher can charge parents for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra:

- falls wholly or mainly outside school hours
- does not form part of the National Curriculum or the statutory requirements for RE

3.2 The parents' agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing. The stated cost of an optional extra visit must not include an element of subsidy for pupils whose families do not meet the full charge.

Broken equipment (replacement)

5.1 The Headteacher has the right to ask pupils and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the pupils part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

Remissions

6.1 The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such

parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.