

*'Live Fully, Laugh Often, Learn Deeply,  
Love as God Loves You ..... and Let Your Light Shine!'*

## **CHARGING AND REMISSIONS POLICY**



### **Introduction**

The Education Act 1996 sets out the law on charging for activities in schools maintained by the local authorities in England. With a few exceptions the school does not charge for any activity undertaken as part of the National Curriculum.

The school aims to give children a wide range of opportunities and experiences to enhance their learning journey. Where voluntary contributions are sought, they are solely to cover the costs of providing the activity, not to make a profit. Regrettably, when insufficient voluntary contributions are received the school reserves the right to cancel the activity.

A voluntary contribution will be sought for the following:

- Day trips e.g. to museums, parks, woods, farms, castles,
- Workshops in school
- Swimming lessons
- Sporting activities
- Theatre trips
- Transport (to cover the cost of coach hire)
- Ingredients for cooking activities

Where a voluntary contribution is sought a letter will be sent, which will include a permission slip. All children will be treated equally regardless of the amount of the voluntary contribution. No child will be prevented from taking part because a voluntary contribution has not been received.

### **Residential Trips**

A charge will be made to cover the full cost of the activity, but will not exceed the actual cost of providing the activity.

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An initial non-refundable deposit is requested for residential trips. The remaining balance can then be paid by instalments, normally over several months.

If meeting the cost of a residential trip is likely to create difficulties, please let the school know at the earliest opportunity, so that ways can be found to ensure that every child is able to go, if they so wish.

Where parents are in receipt of certain benefits, they will be exempt from paying the cost of board and lodgings.

### **Music Tuition**

For children who are keen to learn a musical instrument, the school offers a variety of individual and small group music lessons taught by peripatetic music teachers. A charge will be made for these lessons and details are available from the school office.

### **Clubs**

A variety of clubs (led by both staff and outside providers) are run before school, lunch times and after school. For the majority of these clubs there will be a charge.

Participation in any club is on the basis of parental choice and willingness to meet the charge. However, if meeting the cost of a club is likely to create difficulties please let the school know. Wherever possible, the school will assist, so that no child is prohibited from taking part in a club, if they so wish.

### **Little Fingers Breakfast Club and After School Club**

The Breakfast Club and After School Club provides care for children from the school between 7.45am and 8.45am and 3.00pm and 6.00pm, Mondays through to Fridays (during term time). Full details of the charges can be found in the Registration Pack, a copy of which is available from the school office or at [www.bishops.essex.sch.uk](http://www.bishops.essex.sch.uk)

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### **Damage/Loss to Property**

A charge will be made for wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be the cost of replacement or repair.

### **Lettings**

The school will consider requests to make its facilities available to outside users. A charge of at least the cost of providing the facilities will be levied. The scale of charges will be determined annually by the Resources Committee.

### **Other Charges**

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such a service e.g. providing a hard copy of an OFSTED report.

To be review on: May 2018