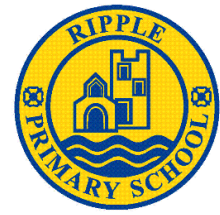


Ripple Primary School



High aspirations and a shared passion for learning

CHARGING AND REMISSIONS POLICY

MISSION STATEMENT

At Ripple Primary School we are proud to provide a safe, stimulating and inclusive learning environment where every member of our community is valued and respected. We listen to each other and every voice is heard.

A continuous focus on the quality of learning for our children is at the heart of everything we do. Our broad, balanced, creative curriculum and enrichment activities provide opportunities for all to achieve and succeed.

We celebrate our achievements, differences and cultural diversity. Together we take pride in making a positive contribution to our school and the wider community.

Policy and Procedure Reviewed and Revised: **September 2017**

Policy and Procedure confirmed by Governing Body

Date: **5th November 2017**

Signature: _____
Finance & Resources Governor

Next Review Date: September **2018**

1. Introduction

All education during school hours is free. Ripple Primary School does not charge for any activity undertaken as part of the National Curriculum.

2. Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to pay for the trip. If we do not receive sufficient payment, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not made any payment. We do not treat these children differently from any others.

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

The following is a list of additional activities organised by the school, which require payment from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- musical events

3. Residential Trips

If the school organises a residential trip in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the cost of the board, lodging and travel expenses

4. Music tuition

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

5. Swimming

All children receive swimming lessons as part of the normal school curriculum. We do not charge for this.

6. Activities Outside School Hours

No charge is made for activities that are outside of school hours and are part of the curriculum. However, we may ask for a contribution towards some materials.

7. Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

8. Other charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

9. Remissions Policy

Where parents are experiencing financial difficulty and unable to meet any of the charges of the school, parents can apply in confidence to the Headteacher for the remission of charges in part or full. It will be at the discretion of the Headteacher to make authorisation of remission.

VERSION CONTROL ~ HISTORY OF AMENDMENTS

Doc. Name		Charging and Remissions Policy			
Doc. location:		RMStaff\Staff Resources\Finance and Resources Policies			
Author:		Owner:	Approving body:		
Vinny Loubser		VL	Finance & Resources Committee		
Date:	Version:	Amended by:	Change / Reason for Change:	Approval status:	Approved by:
01/09/2016	1	JS	Review and format change	Approved	DK
01/09/2017	1	JS	Review and format change	Approved	JB

Options for Approval status include: Working (still under development); Draft for Review (issued for review); Approved (has been signed, or passed for approval by the approving body).