

Torfield and Saxon Mount Academy Trust



Charging and Remissions policy

December 2016

The Federation of Torfield School and Saxon Mount Community School Charging Policy

This policy applies to all pupils in both schools within the Federation

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 individual or group music tuition.

2 Voluntary contributions and charges

- 2.1** When organising school educational visits or activities which enrich the curriculum and educational experience of the children, the schools invite parents to contribute to the cost of the visit or activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit or activity. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. We do not ask for voluntary contributions or make charges for every additional activity offered, but reserve the right to do so.
- 2.2** If a parent wishes their child to take part in a school visit or activity, but is unwilling or unable to make a voluntary contribution, we may allow the child to participate fully in the visit or activity. Such decisions will be made on a case by case basis by the Executive Headteacher and will depend on individual circumstances. Sometimes the school pays additional costs in order to support a visit or activity.
- 2.3** 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' and may be cancelled if sufficient contributions are not made. This list is not exhaustive:
- visits to museums, art galleries etc...;
 - sporting activities which require transport expenses;
 - outdoor adventure activities;
 - visits to the theatre, cinema etc...;
 - school visits abroad;
 - musical events and extra-curricular activities.
- 2.4** Charges may be made for some optional activities and towards the cost of some materials for curriculum or optional activities if parents have indicated in advance that they wish their child to bring the final product home. This may include materials or ingredients for food technology, materials for art or design technology etc. Charges may be made for after school or extra-curricular clubs and activities.

3 Residential visits

- 3.1** If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any

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charge for the education costs. However, we do make a charge to cover the costs of board and lodging and towards the costs of any additional activities. Parents who receive state benefits may be assisted with the payment.

4 Music tuition

- 4.1 All students up to and including Key Stage 3 study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers from the East Sussex Music Service teach individual or small group lessons and make a charge for these lessons. Parents in receipt of state benefits can obtain discounts. We give parents information about additional music tuition at the start of each academic year.

5 Swimming

- 5.1 The schools organise swimming lessons for all children and young people. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents to support their son or daughter in bringing the appropriate kit.
- 5.2 If swimming is organised as part of school visit or as an extra-curricular activity or forms an optional part of a school visit, an additional charge may be made to cover the cost of this.

6 School minibus

- 6.1 We do not always charge students if they are transported in the minibus to an extra-curricular activity, however the cost of transporting pupils may be factored into the amount requested as either a voluntary contribution or charge.

7 School property

- 7.1 We reserve the right to charge parents / carers for non-accidental damage to, or loss of school property

This policy is monitored on a day-to-day basis by the Heads of School, who report to the Executive Headteacher and governors about the effectiveness of the policy on request.

Signed.....

Date.....

Chair of Directors

Signed.....

Date.....

Executive Headteacher