

**Statutory
2 years**

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FURZEDOWN

CHARGES & REMISSIONS (incorporating School Journey & School Journey Grant) POLICY

INTRODUCTION

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education.

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 residential activities.
For every child to have the experience of at least one school journey or residential trip during their time at Furzedown

IMPLEMENTATION:

- Education aims identified/approval form/ to Headteacher and Chair of Governors.
- Costings, detailed proposals, end of journey/trip accounts, including receipts.
- Detailed itinerary of activities, inform Headteacher/parents/children.
- Preliminary visits for all activities/venues including places where you are staying.
- Health & Safety risk assessments for activities and accommodation,
- Inform Parents by letters/meeting of itinerary/expected behaviour, kit lists, costing.
- Parents sign consent form, medical information.
- Emergency contact details to be carried by group leader and to be kept at school and by Headteacher.
- Emergency procedures in place.
- Named trained First Aider. Individual needs identified and recorded.
- Travel details in accordance with Health & Safety.
- Ratio of pupil to adult in line with Health & Safety guidance, and reflecting needs of activities and pupils participating.
- Insurance forms completed prior to visit.
- Appropriate clothing including school hat.

Charging Policy

Any charges made by the school must meet the requirements of the Education Reform Act1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

Charges

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

Activities outside school hours

The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours. This includes residential visits, a charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) the cost will not exceed the actual cost of provision.

Individual/Group Instrumental Tuition

The cost for providing individual/group instrumental tuition the charge will not exceed the cost of provision.

Swimming

The costs will be levied termly and will not exceed the actual costs. (statutory exemptions apply)

After School Clubs and After School Care

The costs will not exceed the cost of provision.

Charging in Kind

The cost of materials, ingredients (or provision of them by parents) for practical subjects if the parents have indicated in advance that they wish to own the finished product.

Voluntary Contributions for visits during school hours

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given or the activity will be subsidised by the school.

Breakages

In cases of willful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Head-teacher may decide to make a charge to go towards replacement of the item. Each incident will be dealt with on its own merit and at their discretion.

Remissions Policy (Statutory exemptions)

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the Governing Body have agreed that they will remit in full the cost of board and lodging for any residential activity (classed as an optional extras taking place outside school hours). Contributions will be asked for to cover the cost of travel and activities.

The cost of the school journey will be subsidized by the school to enable all children to take part.

In other circumstances the Governing Body will invite parents to apply in confidence to the Head-teacher for the remission of charges in part or full.

The Head-teacher will make authorisation of remission. The PTA have agreed to meet the cost in full of those families who have had a remission of charges authorised.

PERFORMANCE INDICATORS:

Educational objectives achieved.

Visits and school journey completed in a safe manner.

Outing and school journey procedures followed.

Evaluation of visits and school journey.