



## Newlands CofE School Federation



Roots to grow... wings to fly

# Charging and Remissions Policy

Date adopted by governors: Autumn 2021

Date for review: Autumn 2022

**STATUS: STATUTORY**

**REVIEW: ANNUALLY**

**COMMITTEE: RESOURCES**

# Charging and Remissions Policy

Reviewed: Autumn 2020    Next Review: Autumn 2021    Committee: Resources    Status: Statutory

## Contents

1	Introduction	3
2	Voluntary Contributions	3
3	Residential Visits	3
4	Wraparound Care, After School Activities and Peripatetic Music Tuition	4

## 1. Introduction

Newlands CofE School Federation comprises Shere CofE Infant School and Nursery and Clandon CofE Primary School. All education during school hours is free. Newlands Federation schools do not charge for any activity undertaken as part of the National Curriculum with the exception of swimming and individual or group music tuition.

## 2. Voluntary Contributions

- 2.1 When organising school trips or visits to enrich the curriculum and educational experience of the children, the Federation invites parents to contribute to the cost of the trip. The Federation will make every effort to keep requested voluntary contribution for trips and visits below £20 in any one school term. This excludes some costs associated with swimming lessons (such as transport) and residential trips.

In line with the Federation's EVC policy, parents and carers will be made aware that the contribution is not compulsory and children of parents/carers who do not contribute may not be discriminated against.

It is not permissible to ask parents/carers to contribute more than the minimum amount to subsidise those pupils whose parents/ carers have not contributed.

The Federation must liaise with carers of Children in Care to ensure they are aware of funding available.

In the last resort, a visit may be cancelled if insufficient voluntary contributions are received and any shortfall cannot be made up.

- 2.2 If a parent wishes their child to participate in a school trip or event but is unwilling or unable to make a voluntary contribution, the school will allow that child to take part fully in the trip or activity. Sometimes the Federation pays the additional cost via the School Fund in order to support the visit. Parents have a right to know how each trip is funded and the relevant school will provide this information upon request.
- 2.3 The following list gives examples of additional activities organised by the Federation schools that would require voluntary contributions from parents. This list is not exhaustive. These activities are known as "optional extras".
- Visits to museums
  - Sporting activities that incur transport costs
  - Outdoor adventure activities
  - Visits to the theatre
  - School trips
  - Musical events
  - Visits or events in school by authors, museums or educational organisations to provide curriculum enriching activities

## 3. Residential Visits

- 3.1 If the Federation organises a residential visit in school time or mainly in school time, to provide education directly related to the National Curriculum it will not charge for the education. However, a charge would be made to cover the costs of board, lodgings, activities and travel expenses.

- 3.2 If a child is entitled to Pupil Premium the Federation will pay towards the child's board and lodgings. Parents experiencing financial difficulty are invited to contact the Headteacher, in confidence, to ask for financial assistance.

#### **4. Wraparound Care, After School Activities and Peripatetic Music Tuition**

The Federation offers wraparound care at both Clandon and Shere. At Clandon before and after school care is provided by the school. At Shere breakfast club is provided by the school and after school care is provided by Pleiades Leisure Ltd.

A range of activity clubs are provided by external providers; and individual music tuition provided by Surrey Arts. Charges are made by the individual providers and arrangements are made direct between the club/organisation and the parent involved.