



Coaley Church of England (Voluntary Controlled) Primary School

Charging and Remissions Policy 2017-2020
Category: Policy- Every three years
Version: 1:0
Agreed by Governors: February 2017
Review Date: February 2020
Owner: Head Teacher and Governing Board
Linked Policies: Complaints Policy

Coaley C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

All staff and volunteers are subject to an enhanced DBS check.

Please refer to the school's Safeguarding Children Policy for more information.



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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

- 2.1. When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If insufficient voluntary contributions are received, a trip may be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution.
- 2.2. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is allowed to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. The school provides, on request, parents with information on how each trip is funded.
- 2.3. The following is a list of additional activities organized by the school, which require voluntary contributions 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 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, a charge to cover the costs of board and lodging is made.

4. Music tuition

- 4.1. All children study music as part of the normal school curriculum. There is no 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 teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits are exempt from payment, or are charged at a reduced rate. The school will have further details.

5. Swimming

- 5.1. The school organises swimming lessons for all children. These take place in school time and are part of the National Curriculum for Key Stage 1 and Key Stage 2 children. Parents are informed when these lessons are to take place, and are asked for their written permission for their child to take part in swimming lessons.

6. Lettings

- 6.1. The school is occasionally let in the evenings or at the weekend for private meetings; the charge can be found on the Lettings Policy.

7. Private Photocopying.

- 7.1. The photocopier may be used for private copying; the charge for the current year is 5p per A4 sheet. The telephone should only be used for private purposes when necessary; the call should be reported to the secretary and paid for at the rate charged to school. The exception to this is when using the telephone for Health purposes.

Monitoring of Policy

This policy will be monitored through staff meetings and will be reviewed every three years and amendments made as necessary.

Devised with and Circulated to Staff	Circulated (Governors)	Offered for adoption	Date of interim review	Date of full review
February 2017	February 2017	March 2017	September 2019	February 2020

Signed (Chair of Governors)

Date