



# **St Paul's School**

## **CHARGING & REMISSIONS POLICY**



# CHARGING AND REMISSIONS POLICY

<b>Policy Version</b>	Version 3
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<b>Owner Name</b>	Sarah Hyde
<b>Owner Job Title</b>	Head of School

<b>Version</b>	<b>Comments / Amendments</b>	<b>Name</b>	<b>Date</b>
1	Implemented	Unknown	July 2019
2	Review	Kerenza Palmer	July 2022
3	Review	Sarah Hyde	Sept 2023

## Charging and Remissions Policy

This statement sets out the school's attitude to charging, describes each type of activity which will be charged for and explains when charges will be made under the terms of the 1988 Education Reform Act

### Aim

- It is our aim to provide as many opportunities for pupils to enrich and extend their learning experiences. This will include activities both on and off site.
- The schools will make NO charges for the following
  - Education during school hours
  - Education outside school hours that is part of the Curriculum

### Voluntary contributions

1. The schools will ask for parental contributions towards the costs of trips and visits – such requests will make it clear that the contribution requested is voluntary
2. When organising school trips or visits to broaden the educational experiences of the children and/or to enrich the curriculum, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If insufficient money is raised from parental contributions, a visit or activity may need to be cancelled. Where a trip does go ahead, this may include children whose parents have not made any contribution. We do not treat these children differently from any others.
3. If a parent is unwilling or unable to make a contribution, no child is excluded from taking part in any trip or activity. The school will pay any additional costs to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.
4. The school will not make any charges which seek to make a profit.
5. The following list details some of the activities organised by the school that require voluntary contributions from parents. This list is not exhaustive.
  - School trips

- Sporting activities
- Outdoor adventure activities
- Visits to museums
- Residential trips
- Theatre visits

**Collecting and banking sums collected**

- The school will maintain records of all charges collected.
- All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account. (See Financial Regulations and Roles and Responsibilities document.)