

Introduction

The Governors are committed to a free and comprehensive education which ensures equality of access and opportunity to all pupils. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means.

This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

In all cases we urge families who may be having financial difficulties to speak with a member of staff in order that we can ensure you and your child access school life fully and without unnecessary worry.

Voluntary contributions

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 we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

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, we do allow the child to participate fully in the trip or activity.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided by the number of pupils willing to participate. The charge will not take into account the cost of staff already employed by the school.

Residential visits

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 charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging.

We will make allowances in the budget for remitting costs to those parents whose child is entitled to receive the Pupil Premium.

There will be a saving system to help families prepare for the cost of School Journey. Parents may pay by instalments.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

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.

We will make allowances in the budget for remitting costs to those parents whose child is entitled to receive the Pupil Premium.

Swimming

The school organises swimming lessons for all children in Key Stage 2. 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 for written permission for their child to take part in swimming lessons.

After School Clubs and Breakfast Club

The school makes a charge for attendance at the Breakfast Club, internal after school clubs and outside led clubs. There will be a remission for children eligible to receive the Pupil Premium.

Any profit will be used to supplement and enhance the provision for all pupils at Emmanuel.

School Property

The Governors reserve the right to charge parents if their child is found to be responsible for the wilful destruction of school property, both in terms of the physical building itself and any items loaned out (eg - IT equipment, instruments etc).

Requests for letters

There will be a £10 charge for the following requests:

- 1) Statutory confirmation that a child attends or has attended school
- 2) Passport application approval and signature
- 3) References for other schools – single charge for Emmanuel template, charge per reference for references in other formats.

Policy reviewed
Agreed review schedule
Next review due

October 2023
3 yearly
November 2026