



Archbishop Runcie Church of England (VA) First School

Charging & Remissions Policy

1. Introduction

1.1 Archbishop Runcie First School is a Church of England Voluntary Aided school which caters for children between the ages of three and nine years, drawing its pupils from a broad spectrum of society. In harmony with the Christian ethos of the school we offer all pupils the opportunity to experience the richness and diversity of God's creation through the curriculum we offer. 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 enrichment activities and individual or group music tuition. Please see sections below. (This policy is written in line with DfES requirements – s457 of the Education Act 1996)

2. Voluntary contributions

2.1 The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- sporting activities;
- theatre visits;
- school trips;
- musical events.

2.2 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 and the school pays additional costs to support the visit. We do not treat these children differently from any others.

2.4 Parents are invited to make a weekly donation of £5 per family per term to aid the funding of topic related activities.

4. Music tuition

4.1 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. Charges are levied by NEMCO for these lessons. We give parents information about additional music tuition at the start of each academic year.

5. Swimming

5.1 The school organises swimming lessons for children in Key Stage 2 who cannot yet swim 25 metres, despite it not being necessary until end of KS2, as parents, Governors and staff have the opinion it is of benefit. These take place in school time and are part of the National Curriculum (that we opt into). School funds the cost of swimming lessons.

6. Activities outside school hours.

Often activities run outside school hours are led by staff who will not charge for their time however they may ask for a donation towards resources. Where activities are run by external agencies they will charge according to their policies.

7. Damage of school property

7.1 A charge will be levied in respect of willful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide

7.2 A charge may be levied in respect of wilful damage or loss of school property (including premises, furniture, equipment, books or materials). The charge to replace or repair school property will be decided by the Headteacher.

9. Other charges

The Headteacher or Governing Body may levy charges for services, for example providing copies of a report or prospectus.

| Date | Action | By |
|--------------|-----------------------|--------------|
| 2007 | Rewritten | Kate Johnspn |
| January 2008 | 2 nd DRAFT | Kate Johnson |
| 2008 | Adopted By Govs | Gov's |
| 2014 | Reviewed | JRobson |
| March 2016 | Reviewed | JR |