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**Charging & Remissions**

**2019-2020**

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|  | Frequency of Review | Annually |
|  | Date of Review | January 2020 |
|  | Written by | Lisa Jones |
|  | Approved by: | Local Advisory Board on 10 Feb 2020 |

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**Introduction**

The Governing Body supports the ideals of free education for all, and welcome additional opportunities made available to pupils via educational visits and through the Leicestershire Music Hub. The Governing Body will seek to conform to legislation on charging for activities.

**Musical Instrument Tuition**

A charge will be made for individual and group tuition for the playing of musical instruments when not taught as part of the curriculum.

Notification of charges will be given to parents and guardian of pupils termly and payment should be received in advance of lesson.

**After School Activities**

The school may offer activities beyond the school day such as sports coaching, dance and art

and craft sessions. When such activities are delivered by outside agencies a charge may be

made for the sessions.

Notification of charges will be given to parents and guardians of pupils and payment should be received in advance of the sessions commencing.

**School Library Books**

If a book is taken out by a pupil and not returned £3 per book will be charged. This will contribute towards replacing lost items.

**Residential Visits**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, transport and lodging.

**Voluntary contributions for School Activities**

The Governing Body is allowed to ask for voluntary contributions toward school activities.

The contributions will be kept to a minimum to cover only their child’s share of the cost. No pupil will be disadvantaged or left out of an activity because parents cannot make a contribution. Any activity that cannot take place without contributions will be notified to parents at the planning stage.

The following types of activities may attract voluntary contributions;

* Practical subjects such as cooking, craft, art, design technology where contributions would be made towards the costs of materials.
* Swimming lessons
* School day or half day trips
* Musical / enrichment activities
* Sporting activities which require transport expenses
* Invited visitors to school to enrich the curriculum

On occasions where the school invites parents to contribute towards the cost of an activity if we do not receive sufficient contributions the school may cancel the trip/activity.

**Deposits**

Non-returnable deposits may be required to cover initial payment and administration costs.

**Financial Hardship**

Any parent or guardian for whom this may apply should contact the Headteacher and their case will be

reviewed sympathetically within the constraints of the school budget and

general funds

**Refunds**

In the event of a child being unable to take part in a school activity for which a charge or voluntary

contribution is levied, or the activity is cancelled, refunds will be made whenever possible minus

recoverable charges incurred by the school.

Procedures for refunds for residential visits will depend upon the details of the insurance policy applying

and will be notified to parents in advance of the trip.

**Monitoring and review**

This policy is monitored by the governing body, and will be reviewed annually.

Signed by Headteacher: ………………………………………………………………… Date:……………………….

Signed by Chair of Governors: ………………………………………………………………… Date:……………………….