



Marshfields School Charging and Remissions Policy

Purpose of the Policy

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 at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

School Trips

The School will not charge for:

Education provided on any visit that takes place during school hours. However, Governors have agreed that a voluntary contribution may be requested.

Education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education; except for the actual cost of board and lodging.

The School will not make a charge for trips to parents who can prove they are in receipt of qualifying benefits.

The School will charge for residential trips which are not essential to the Curriculum, statutory RE or in preparation for prescribed examinations

Materials & Textbooks

Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. Textbooks are provided free of charge for the duration of the course, but in some subjects, additional revision guides are available, for which a charge is made

Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss of Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair.

Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough contributions to make the activity possible, it will be cancelled.

Lettings

The school has a no lettings policy

Remissions Policy

The Headteacher, Resource Management Committee or Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.

The Headteacher, Resource Management Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Policy Approved Finance Governors January 2018

To be reviewed in 3 years

Signed (Headteacher) Date.....

Signed(Chair of Finance) Date