

Policy on Charging & Remission of Charges

Charging

For any activity where charges can be made, the school will levy such charges e.g., instrumental tuition.

We offer the facility for payments for school activities to be made on line.

Parents are issued with Pin numbers to access this service when their child/ren start school.

For any activity where charges cannot be made, the school will ask for voluntary contributions from parents to recover the cost of such activity e.g., an educational visit.

No child will be excluded from any activity requiring contributions through failure to make such a contribution.

However, if necessary, a child may be excluded from an activity as part of the school's disciplinary procedure, in which circumstances a refund would be made.

The school's appeal for voluntary contributions will be made by individual letter to parents, consent to be given by way of a reply slip.

Remission

For a chargeable activity, parents may apply, in confidence, for the remission of charges in part or in full.

Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

For activities requiring voluntary contributions, parents are invited to discuss with the Headteacher, in confidence, any problems they may have in paying such contributions.

Where possible, instalment payments are acceptable.