



The Nar Valley Federation of Church Academies

Charging and Remissions Policy

1 Introduction

- 1.1 The Nar Valley Federation of Church Academies are committed to ensuring that Every Child Matters and so we seek to provide an environment in which children feel secure and respected, provide a curriculum which is responsive to individual needs and encourages curiosity and perseverance.
- 1.2 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 individual or group music tuition.

2 Voluntary contributions

- 2.1 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.
- 2.2 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. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.
- 2.3 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:
 - visits to museums;
 - sporting activities which require transport expenses;
 - outdoor adventure activities;
 - visits to the theatre;
 - musical events.

3 Residential visits

- 3.1 If the Nar Valley Federation of Church Academies 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. Parents who receive state benefits are exempt from payment.

4 Music tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 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. Parents in receipt of state benefits are exempt

from payment. We give parents information about additional music tuition at the start of each academic year.

5 Swimming

- 5.1 Within the Nar Valley Federation of Church Academies swimming lessons which are organised for pupils 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 their written permission for their child to take part in swimming lessons.

6 After school clubs

- 6.1 The Nar Valley Federation of Church Academies offers additional activities after school. If these are organised and run by a qualified instructor, who is not a member of the school staff, we make a small charge for these sessions. If the activity uses resources additional to those required for curriculum purposes a small charge is made for these sessions also.

7 School travel

- 7.1 We normally charge children if they are transported to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip, and not to make a profit.

8 Refunds Policy

- 8.1 The full contribution to an activity will be refunded if a child is absent due to illness.
- 8.2 If a trip has to be cancelled parental contributions will be refunded.
- 8.3 If contributions to an activity exceed the total cost a refund will be given, if excess is over £5 per child.
- 8.4 Excess income less than £5 per child will be paid into the Federation account.
- 8.5 Excess of expenditure will be funded by the Federation.

9. Procedure

The secretary of each school

- keeps a detailed record of all monies received/refunded
- arranges for refunds to be made accordingly and as soon as it is practicable
- will be available to discuss refunds
- reports as appropriate to the Local Governing Body through the Committee

Ratified by Governors: 16 May 2017

Signature:

Review Due: 16 May 2019

The policy is the responsibility of the Resources Committee