



**South Gosforth First School**

*'Roots to grow and wings to fly'*

**South Gosforth First School**  
**Charging and Remissions Policy**

	<b>Staff</b> <ul style="list-style-type: none"><li>• Read it</li><li>• Chance for feedback</li></ul>	<b>FGB/Sub committee</b> <ul style="list-style-type: none"><li>• Approved</li></ul>	<b>Accessible</b> <ul style="list-style-type: none"><li>• Website link</li><li>• Saved</li></ul>
<b>Review Date:</b>	<b>October 2022</b>	<b>October 2022</b>	<b>October 2022</b>
<b>Next Review Due:</b>	<b>October 2023</b>		

**Member of staff with responsibility:**

- Mr Adams (Headteacher)
- Miss Rachael Blackburn (Deputy Headteacher)
- Mrs Kimberley Valentine (School Business Manager)
- Mrs Jill Hall (School Admin Assistant)

**Summary of main points and actions:**

- All education during school hours is free, except individual or group music tuition which will incur additional cost.
- Voluntary contributions may be asked for when a trip or visit is arranged as an enhancement to the curriculum.
- Pupils eligible for free school meals/pupil premium will not be expected to make financial contribution to activities.
- Documents will be prepared for parents free of charge.
- Accidental damage is covered by the school but school does reserve the right to charge replacement costs where damage is deliberate.
- Right to recover sums of money where an agreement has been entered into.

## **SOUTH GOSFORTH FIRST SCHOOL**

### **Charges and Remissions Policy**

#### **Introduction**

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.

#### **Voluntary contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school may invite parents to contribute, through ParentPay to the cost of the trip.

All contributions are voluntary. If we do not receive sufficient voluntary contributions the school may choose to cancel a trip if it becomes financially non-viable to run.

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. All children are treated equally regardless of financial contribution.

Any payment required for trips will be detailed in advance to parents via a letter and/or email. For higher cost trips parents can request to pay in instalments.

In some cases the school may pay additional costs in order to support the trip or visit. Parents have a right to know how each trip is funded, this information is available from the school on request.

Pupils who are eligible for free school meals and receive pupil premium funding will not be asked to make a financial contribution to any enrichment activities.

The school will charge for accommodation and meals on residential courses taking place in school hours except where parents are receiving income support or family credit.

The following is a list of additional activities organised by the school, which may 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
- visits to the theatre
- school trips – residential or day
- musical events

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. This may be individual or small group lessons.

### **Documents**

All documents produced by the school for parents will be available free of charge.

### **Breakages and Damage**

No charges will be made for accidental damage caused by pupils to buildings or equipment.

The school does reserve the right to charge replacement costs for damage which is deliberate and for lost or misappropriated property.

### **Recovery of sums payable by parents**

The school retains the right to recover any sums of money which are owed by parents who have entered into an agreement with the school.

### **Other Charges**

For other charges please see The Freedom of Information Policy

### **Monitoring and Review**

This policy was reviewed and agreed by the Governing Body. We are aware of the need to review the Charging Policy regularly. The Charging and Remissions Policy will be formally reviewed by the Finance Committee annually.