



<b>DAWN HOUSE SCHOOL – STAFF HANDBOOK</b>	
<b>Policy Title: Charging and Remissions Policy</b>	
<b>Section: C</b>	<b>Policy No: C.4</b>
<b>Version Date: June 2019</b>	<b>Review Date: June 2020</b>
<b>Name of Originator: SBM</b>	<b>Designation: SBM</b>

Adopted by Governors:

## **Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

This policy is monitored by the governing body, and will be reviewed annually or earlier if necessary.

## **Prohibition of Charges**

The Governing Body recognises that the legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided 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;
- Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip 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 the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport provided in connection with an educational trip

### **Voluntary contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we reserve the right to cancel a trip. If a trip goes ahead, it must include children whose parents have not paid any contribution, but have still given permission for them to take part in the activity. We do not treat these children differently from any others.

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'

- visits to museums, churches, other places of worship, shops, art galleries;
- sporting activities which require transport expenses;
- outdoor adventure activities, educational venues, other schools;
- musical events
- Visits by outside providers, entertainers or drama groups;

### **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 element of the visit.

However, parents are obliged to pay for the residential expenses of such trips, and to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget, and the statutory requirements of school.

A savings scheme will operate to allow parents to spread the cost of such trips over a period of time, e.g. a period of one term.

### **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 and group music tuition if this is not part of the National Curriculum

### **Remissions Policy**

Those pupils in receipt of pupil premium may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity.