



Charging and Remissions Policy for Parents

Date of most recent review:	March 2022
Date of next review:	November 2023
Name of staff member responsible:	Taryn Hancock

Under the Finance Policy, the full Governing Board has agreed to the following charging and remissions policy relating to charges to parents.

1) Day visits occurring in school time

- the school will invite a voluntary contribution from parents to meet costs.

2) Day visits outside school time, parents will be charged for

- the pupils' travel and subsistence costs
- materials, books, instruments and other materials
- payment of non-teaching staff
- costs of teaching staff where separately engaged under a contract for the visit or activity
- entrance fees to museums, castles, theatres, etc
- insurance cover

3) Residential visits during school time

This includes any visit required because of recognised public examinations, the National Curriculum, or the law on religious education.

Parents will be charged for

- the full cost of children's board and lodging except for parents of pupils who are in receipt of certain benefits (i.e. generally those aligned with free school meals eligibility criteria for low income families). The board and lodging charges will be reviewed for such families.
- Voluntary contributions will be invited from parents to meet other costs.

4) Classroom materials

- No charge will be made for materials and equipment.
- For certain practical activities (Technology, Cookery, etc), parents may be invited to provide materials or ingredients on a voluntary basis.
- Where parents would like to possess the finished product, the School reserves the right to charge the cost of or require the supply of the necessary materials.

5) Music tuition and instrument hire

- Individual or group music tuition is available on a voluntary basis, and parents are charged for their child's share of the peripatetic music teacher's hourly rate as laid down by Gloucestershire Local Authority.
- If children wish to hire a musical instrument for this purpose, they can do so through Colwell Music Centre who will charge them accordingly.

6) After school and breakfast clubs

- A full charge will be made for cancellations made less than 5 days in advance
- A full charge will be made for all absences, including illness. Exceptions can only be made for regular attendees with prolonged illness.
- Late collection can after 4pm will be charged as per the 2 hour rate.
- Late collection after 5pm will be charged at an extra £4.50 per quarter hour or part quarter hour
- Staff will be charged 50% of the hourly rate for their own children attending ASC/BC

7) ParentPay

- Any outstanding balances should be cleared at least monthly, with payments ideally made upfront. Debt incurred should not exceed £50. Where this happens, the pupil may be stopped from attending ASC/BC or ordering lunches.

Charges levied by the school will be in line with this policy.