

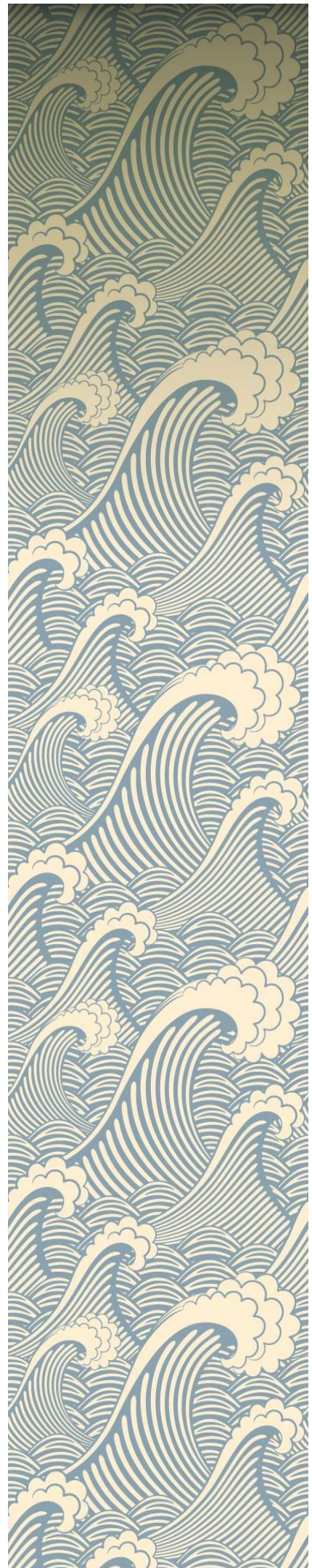


# Griffin Schools Trust

## Charging and Remission Policy

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Approved by: Board of Trustees



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Griffin Schools Trust aims to recognise the uniqueness of each child and develop her/him to the full, regardless of gender, race, religion, social background or ability. The Trust's policy on charging for activities will aim to ensure that no child is excluded from an activity because of the inability or unwillingness to pay on the part of the parent/carer. Those activities for which a charge may be made are governed by the Education Act 1996.

## 1. Introduction

- 1.1 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.
- 1.2 When organising school trips or visits that enrich the curriculum and educational experiences of the children, the school invites parents to contribute to the cost of some trips. All contributions are voluntary and will be limited to the actual cost of the activity divided by the number of students participating.
- 1.3 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. The school endeavours to pay the additional costs in order to support the visit. Parents have the right to know how each trip is funded. The school provides this information on request. Only the total of contributions will be presented. If insufficient funds are available to support the visit, parents will be notified of the cancellation.
- 1.4 This school may organise additional activities, which require voluntary contributions from parents. These activities are known as 'optional extras'. The list, which is not exhaustive, might include:
  - visits to museums
  - sporting activities that require transport activities
  - outdoor adventure activities
  - visits to the theatre
  - school trips abroad
  - musical events.

## 2. Residential visits

- 2.1 If the school organises a residential visit in school time that is to provide education directly related to the National Curriculum, we do not make and charge for the education or the travel expenses. However, we do make a charge to cover the costs of board and lodging.

## 3. Music tuition

- 3.1 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. The peripatetic music teachers teach individual or small group lessons. These are charged for according to cost.

## 4. Materials, books and equipment

- 4.1 Text books and other materials are provided by the school. Charges may be made for any materials, books, instruments or equipment where a parent wishes their child to own them. If school materials or equipment is damaged, parents will be asked to pay for the cost of such damage.

- 4.2 Charges may be made for the materials or ingredients used in practical subjects, for instance technology subjects, providing the parent has indicated in advance the wish to have the final product. Alternatively parents may supply the materials themselves.

## 5. Exams

- 5.1 The costs of exam fees will be paid by the school. However, costs of preparing students for public examinations not prescribed in the regulations or for any other examinations outside of schools hours will not be covered. Also, resits of examinations where no further preparation has been provided by the school will not be paid by the school.

## 6. Swimming

- 6.1 The school organises swimming lessons for children in some year groups in Key Stage 2. We inform parents when these lessons are to take place, and the children are expected to participate. We may ask for a contribution from parents to ensure this swimming programme can be funded. Parents may be required to pay for any specific swimming certificates/badges.

## 7. Uniform

- 7.1 For details of uniform supplier and costs, please contact the school office directly.

## 8. Out of Hours Clubs

- 8.1 Griffin Schools Trust is dedicated to providing as many extra-curricular activities for its students as possible. The majority of these will involve little or no cost, but full details can be accessed with the school office. Access and costing of these clubs will be reviewed regularly to ensure as many children as possible can access them.

## 9. Childcare, Breakfast and After School Fees

- 9.1 If your school has access to Child Care, Breakfast clubs and after school facilities, these will be chargeable. Please contact the school office for details, if this applies to your school.

## 10. Late Charges

- 10.1 Parents who pick up children late will be notified about future cost implications. At the third instance of lateness within 1 term, or a culmination of 5 over an academic year, late fees will be charged as follows:
- Late Collection from 3:30pm will incur a £2 charge for every 15 minute period started
  - Late Collection from a club will incur the same costs for every 15 minute period started
  - Children collected after 6:00pm will be charged £5 per 15 minute period started

## 11. Remissions

- 11.1 In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits, where charges can be made legally, will be offered at no charge or a reduced charge to parents in particular circumstances. The criteria for qualification for remission are given below:
- Income Support
  - Income-based Jobseekers Allowance
  - Support under part VI of the Immigration and Asylum Act 1999

- Child Tax Credit provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed £15,575
- Parents should write in confidence to the Head with their claims as they arise

### **12. Additional considerations**

12.1 The Trust recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits at the beginning of the school year so that parents can plan ahead
- we have established a system for parents to pay in instalments
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- we acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection where possible