

Governing Body Document Monitoring

Date of Review	Reason for Review	Model or School Specific Policy	Responsibility	Date Ratified	CoC Initials	Name of Committee	Date of next scheduled review
March 2015	Scheduled Review	Model	Business Manager	12th March 2015		Strategy & Finance	March 2017

CHARGING AND REMISSIONS

AIMS

- To clearly define the criteria for the payment structure of the following areas:
 - Music tuition
 - Residential Visits
 - Non residential educational visits
- To clearly identify the remission of payment procedure.
- To encourage all staff and pupils to partake and contribute to any such activity.

PRINCIPLES

Any activity that is a legal requirement of the National Curriculum cannot be charged for, although voluntary contributions are an integral part of the continuation of such activities. Musical tuition for pupils who choose to follow a GCSE in music is an example of this exemption of charges.

KS3 MUSIC TUITION

- Parents/carers will be charge for peripatetic music tuition at a rate of £30 per term and an extra £3 per term for the use of the school's musical instruments.
- There should be no more than four children in any music group.
- The teaching sessions should be 20 minutes in length.
- Should parents/carers be in genuine financial need then they should approach the Headteacher who will assess each case individually, following guidelines as for Pupil Premium entitlement.

RESIDENTIAL EDUCATIONAL VISITS

- The continuation of such visits relies heavily upon full payment from parents/carers.
- In cases of financial hardship or multiple applications from families a part payment scheme can be negotiated with the Headteacher.
- Each case will be treated individually.
- There is a legal requirement to charge for certain necessities on such visits, i.e. Board and Lodgings.
- An initial deposit for such visits must be paid in order to secure a place, but thereafter weekly/monthly instalments can be arranged.

NON RESIDENTIAL EDUCATIONAL ACTIVITIES

- Such visits will only take place providing there are sufficient voluntary contributions paid by parents/carers.
- In cases of financial hardship or multiple applications special arrangements can be made with the Headteacher.
- Each case will be treated individually.
- A part payment scheme can be arranged in cases of financial hardship.
- The Headteacher/Governing Body reserve the right to cancel such activities where they are poorly funded by voluntary contributions and the school finances are unable to support such a subsidy.