

St Bartholomew's
Charging & Remissions Policy

This policy conforms with government and local authority guidelines and will be subject to review when required by the governing body.

The Governors support the ideals of additional opportunities for curriculum enrichment for enrichment made in the form of education visits. Charging for visits will be in line with policy. The costs of such visits will be kept at a reasonable level to cover, equally, each child's share of those costs.

The school and governing body will not charge for:

- 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;
- Instrument or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport provided in connection with an educational trip (e.g. swimming)

The school and governor body will charge for:

Activities outside school hours

Non-residential activities (other than those listed above) which take place outside school hours, but only if the majority of time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours)

Residential Activities

Parents will be charged for board and lodging on residential trips deemed to take place during school time. However, pupils whose parents/carers are in receipt of Free School Meals may not be charged for board and lodging costs.

Voluntary Contributions are sought by the school to support the following:

Enrichment Opportunities for the Group taking place wholly or mainly in school time.

For example; swimming lessons, school day or half day trips, visiting groups invited to the school and residential visits.

Parents/carers will be asked to make an advance, equal per child, voluntary contribution towards the cost of specific activities available to their child. Children of parents who do not make a voluntary contribution will not be treated differently from those who do. In each case if insufficient commitments to contribute are secured, the activity may be cancelled. If a trip goes ahead with insufficient commitment of parents / carers to pay the cost, the school is required to make up this short fall.

Refunds - Residential Visits

For residential visits an initial non-returnable deposit is required to cover initial payment. This deposit will be non-returnable.

In the event of a child being unable to take part in the school trip for genuine reasons, e.g. medical, it is the parents' responsibility to make a claim for refund to the insurance company concerned for residential trips.

If a trip is cancelled the provisions in the insurance company will come into force to determine any refunds less the initial administrative costs.

Refunds - other activities where a charge or voluntary contribution has been made

Refunds will only be made if a written request is made to the School Bursar and agreed by a member of the Senior Management Team. Refunds will only be possible after expenses incurred by the school have been paid, i.e. fees and payments to the travel companies, tour operators including entrance fees, etc.

Children withdrawn from trips for reasons other than sickness will be expected to be in school.

Residential Financial Assistance

Parents and carers can requested, in writing, support of up to 50% of the residential costs and / or a longer payment plan. Any support is at the sole discretion of the head and the governing body, their decision is final. It's unlikely that cost support will be given unless the pupil on the residential is/or has been claimed 'Free School Meals'.