



THE
MANOR
SCHOOL

CHARGING AND REMISSIONS POLICY

POLICY HISTORY			
Policy Written	September 2005	Ratified by FGB	01/09/05
Policy Updated	September 2006	Ratified by FGB	18/10/06
Policy Updated	September 2007	Ratified by FGB	10/10/07
Policy Updated	September 2008	Ratified by FGB	15/10/08
Policy Updated	September 2009	Ratified by FGB	14/10/09
Policy Updated	September 2010	Ratified by FGB	13/10/10
Policy Updated	September 2011	Ratified by FGB	12/10/11



Charging & Remissions Policy



Introduction

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 swimming (which is subsidised) and individual or group music tuition.

Contributions and charges

When organising school trips or visits which enrich the curriculum and educational experience of the children:

if the trip is compulsory we invite parents to contribute to the cost of the trip, if it is optional only those who pay the cost of the trip may participate. On compulsory trips, if we do not receive sufficient voluntary contributions, we may cancel a trip, or reduce the numbers taking part. If a trip goes ahead, it may include children whose parents have not paid any contribution or those who have received support from the Friends Of The Manor. We do not treat these children differently from any others. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request. Wherever possible, easy payment methods are made available to parents and carers.

The following is a list of additional activities organised by the school which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive: visits to museums and visiting exhibitions; sporting activities which require transport expenses; outdoor adventure activities; visits to the theatre; residential school trips; musical events etc.

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses incurred during the week. However, we do make a charge to cover the costs of board and lodging and travel to and from the establishment. Parents who receive state benefits are exempt from payment. (Note: If a private location is used, exemption is at the discretion of the provider.)

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 or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons but no profit is made. We give parents information about additional music tuition at the start of each academic year and once lessons are booked then payment will be expected.

Swimming

The school organises swimming lessons for all children at The Blue Pool. These take place in school time and are part of the National Curriculum. We utilise a swimming grant provided by the government to subsidise the lessons, however to enable the children to swim for three years (33 weeks per year), a contribution is requested from parents to pay for the specialised instruction and ensure that safety ratios are maintained.

Signed:

Date:

Date for review: *October 2012*