

SHOREFIELDS SCHOOL

CHARGING AND REMISSION POLICY

This policy establishes the procedures associated with charging for activities which take place either during or outside the school day.

In general no compulsory charge can be made where education is provided wholly or mainly during school hours and forms part of the school curriculum.

Voluntary Contributions

It is recognized that it is perfectly acceptable and legally permissible to ask parents for a **voluntary** contribution towards the cost of providing activities within or outside school hours.

Parents may be asked for a **voluntary** contribution towards the cost of :

Any activity taking place either on or off the school premises

School equipment

School funds generally

This contribution must be genuinely voluntary however and the pupils of any parents or carers who are unable or unwilling to contribute may not be discriminated against. In addition, parents or carers inability or unwillingness to make a contribution should be treated without judgment and in confidence as far as possible. If there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall then that activity must be cancelled.

Residential Trips

The school is permitted to charge for the cost of residential trips. This cost must not exceed the actual cost of the provision but can include:

Travel costs

Board and lodging

Materials books or equipment

Non teaching staff costs

Entrance fees

Insurance costs

Cost of engaging a member of staff specifically for the activity

In his school residential trips are only offered to students from year 11 and in such cases, the school is able to support those parents/carers who may have difficulty meeting the cost of the trip through the education bursary grants. In addition, through the school financial support is available through the Edith Elms Special School Trust which the school is involved in administering.

Day Trips

Voluntary contributions should be requested towards the cost of day trips (for transport and entry costs) where the trip is part of the school curriculum. Pupils who are entitled to a free school meal should be provided with a school packed meal if they wish.

Where a trip takes place outside the school day and does not form part of the curriculum, the school can make a charge for transport or other costs.

Charges for 'finished products'

Schools can make a charge to cover the costs of materials/ ingredients for subjects such as design or food technology where parents/carers have indicated in advance that they would like their child to bring home the finished product.

Clothing and care equipment

Although no charge can be made for 'equipment' for use in school in connection with education provided during school hours, parents can be asked to provide their children with such things as PE kit, protective aprons and equipment associated with their care and hygiene needs.

Parents are entitled to information about the school's charging and remission policy and this policy will be available on the website.