

# St Mark's CE Primary School

Ramslye Road  
Tunbridge Wells  
TN4 8LN



## CHARGING AND REMISSIONS POLICY

Headteacher: Simon Bird  
Chair of Governors: David Hill

*St Mark's CEP School is committed to developing children that are flourishing, building strong foundations, making excellent all-round progress and reaching their potential. We Aspire, Believe, Succeed.*

**Created: January 2012**  
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**Signed by Chair of Governors .....**

**Date .....**

## **St Mark's C of E Primary School 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 although we sometimes ask for voluntary contributions.

### **Voluntary contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

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. Sometimes the school pays additional costs in order to support the visit. Sometimes the PTA contribute towards the cost and sometimes the school secures funding, or part funding, through various charities or organised bodies. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums.
- Sporting activities which require transport expenses.
- Outdoor adventure activities.
- Visits to the theatre.
- Swimming
- Musical events.

### **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. However, we do make a charge to cover the costs of board and lodging. We also ask for a voluntary contribution towards the cost of the rest of the trip and/or transport. Parents who receive state benefits are asked for a contribution.

### **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. The Kent Music School make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

### **Swimming**

The school organises swimming lessons for all children in year 4, 5 and 6. These take place in school time and are part of the National Curriculum. We make no charge for this activity although we do ask for a voluntary contribution. We inform parents when these lessons are to take place.

## **6 Football and Clubs**

The school offers a range of additional activities during and after school. Members of the school staff run and organise these sessions. We make no charge for these sessions. The cost of any materials or consumables is usually paid for by the school, by the PTA or by a contribution from a voluntary body or charity. Occasionally we ask for a voluntary contribution towards the cost of consumable items. Where the school hosts a club which arranges activities through the school the provider will make a charge direct to the parents.

## **7 Charges made for items made at school and brought home**

The school reserve the right to charge for an item made at school, if parents indicate in advance a wish to have the finished product.

## **8 Breakages**

The school reserve the right to ask parents to pay the cost of, for example, replacing a broken window, damaged or lost text book, where this is a result of a pupil's behaviour.