



## Charging and Remissions Policy

Policy Number : POL-MAN-022

Issue : 5

Status : APPROVED

| APPROVED       | Date       | Name          | Role        |
|----------------|------------|---------------|-------------|
| School         | 01.05.2024 | Alica Gadsby  | Headteacher |
| Governing Body | 01.05.2024 | Diane Kingdon | Vice Chair  |



## CHANGE HISTORY

| Issue Number | Issued On      | Next Review Due | List of Changes |
|--------------|----------------|-----------------|-----------------|
| 1            | June 2013      | June 2016       | New             |
| 2            | September 2016 | September 2019  | None required   |
| 3            | 01/05/2018     | 01/05/2021      | None required   |
| 4            | 23.03.2021     | 23.03.2024      | None required   |
| 5            | April 2024     | April 2027      | None required   |

### **1 Tuition and Hire of Musical Instruments**

Children will be charged for musical tuition and are expected to pay the hire costs of the instruments.

### **2 Breakages and Fines**

The school does charge appropriate amounts to cover loss or wilful damage to books and equipment.

### **3 Charging for Materials**

The school does not charge for materials used to teach the curriculum. Voluntary contributions may be sought to cover exceptional items that the child will keep.

### **4 School Trips/Activities**

Parents are asked to make a voluntary contribution towards the cost of school trips taken by their children. Whether this contribution is made or not, all children will be included in any school trip or activity that the class is involved in.

Where a contribution is not forthcoming, the school will meet these costs. Where a significant number of contributions are not forthcoming, the school reserves the right to cancel a school trip or activity.

Payments by instalment can always be arranged if necessary.

### **Child Protection Statement**

At Kettlefields Primary School the welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. All staff and volunteers in school have a responsibility to report any concerns to one of the designated child protection officers.

### ***Equalities Impact Statement:***

1. *Has this policy fully considered the School's Equality objectives and statement agreed on 28 March 2012?*  
**Yes**
2. *Are there any impacts of the School's Equality objectives and statement on this policy*  
**No**
3. *If "Yes" are these clearly described and their impact assessed within the policy document?*  
**[Yes / No – delete as appropriate]**