Townley School and Pre-School
Charging and Remissions Policy

1 Introduction

The staff and governors of Townley School and Pre-School recognize the valuable contribution that the wide range of additional activities and experiences, including speakers/visitors, outings, residential visits and clubs, can add to pupils' academic, personal and social development. The Governing Body aims to promote and provide such activities, both as part of a broad and balanced curriculum and as additional activities.

Educational activities which take place during school hours should be provided free of charge. It is, therefore, not possible to levy a compulsory charge for transport or admission costs for visits or swimming lessons during school hours. However, without financial support, we would be unable to maintain the quality and frequency of such educational experiences.

2 Voluntary contributions

When organising school experiences which will enrich the curriculum and education of the children, the school invites parents to contribute to the cost of the visit. All contributions are voluntary. If however, we do not receive sufficient voluntary contributions, we may have to cancel the visit. If a parent wishes their child to take part in an experience event, but is unable to make a voluntary contribution, we do allow the child to participate fully in the activity. Sometimes the school is able to pay additional costs in order to support the experience.

The following is a list of additional activities or experiences organized by the school, which require voluntary contributions from parents.
This list is not exhaustive:

- Class visits which require transport/entry fees to parks/castles/theatres, etc;
- sporting activities which incur transport costs;
- outdoor adventure activities;
- musical events
- activities/clubs involving cooking and the purchase of ingredients

As stated, if voluntary contributions do not cover the cost of the activity, it may have to be cancelled.

3 Residential visits

A charge will be made for all residential trips that take place in school time or mainly school time to cover the cost of transport, board and lodgings. Parents experiencing financial difficulties (or their child is eligible for Pupil Premium funding) may make a request for some support towards the cost of the trip through the School Office.

4 Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. We are able to organise peripatetic teachers to teach additional music lessons to

individuals or groups of children where parents request this, there is normally a charge for this to cover the costs involved.

5 After School Clubs

The school offers additional activities outside of lessons. These are run by members of staff or volunteers. No charge is usually made for these activities. A charge would only be made where absolutely necessary, for example in cookery club to cover the cost of ingredients.

When a specialist coach runs a club e.g. Premier Sports, dance, there is a charge for these activities from the provider which is often recuperated from parents.

6 Breakages and Damages

The Governors reserve the right to ask parents to pay for the cost of repairing or replacing property, as a result of wilful damage, or replacing damaged or lost reading books or textbooks.

7 Remissions

The Governing Body may from time to time decide to remit all or part of the cost of activities for a particular pupil. This will be at the Governors' discretion. In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in some activities. When this is the case, parents should apply in confidence for the remission of charges in part of full. Authorisation of remission will be made by the Headteacher on behalf of the Governing Body.