

THE SHRUBBERIES SCHOOL

File SY

Charging and Remissions Policy

The school wishes to provide all pupils with the best possible educational opportunities available within the funds allocated by the Government and the Local Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This Charging and Remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

It is recognised however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part in activities, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances, provided that the school has identified the activities for which charges will be made and has explained the basis on which those charges may be reduced or waived for certain pupils. The Governing Body of The Shrubberies School has decided that until further notice its policy will be as follows: -

1. Day Visits

For visits occurring during school time, the school can invite a voluntary contribution from parents to meet costs. This may include activities such as swimming. For visits outside school time, parents will be charged for all allowable costs. Charges may be waived or reduced for pupils whose parents make acceptable application to the Headteacher.

2. School Activities

A voluntary contribution may be requested from parents to assist with the cost of activities taking place in school such as sports coaching or theatre company visits. Children will have the opportunity to participate in the activity whether their parents make a contribution or not. Of course, the range of activities on offer does depend on parental contributions, so if not enough are received the school may have to consider reducing the number of opportunities offered.

3. Residential visits during school time.

Parents who can prove they are in receipt of valid benefits will be exempt from paying the cost of board and lodging for residential visits.

It will be made clear to parents that children in these groups will be exempt from board and lodging charges, which will be met by the school. The Governors wish to encourage all pupils to participate in any residential trips offered so are prepared to consider offering assistance to other needy families, above and beyond the legal minimum.

Families of other pupils will be asked to meet the full charge of board and lodging.

The school will invite voluntary contributions from parents to meet costs other than pupils' board and lodgings. Some contributions from parents are essential if we are to continue to offer residential trips.

4. Residential visits outside school time

Parents will be charged for the full cost of board and lodgings per child. Charges may be waived or reduced for children whose parents make application to the head.

Voluntary contributions will be requested for transport and activities that take place during the residential. If there is insufficient commitment to the full requested amount, the school reserves the right to cancel the residential visit and will refund contributions as given.

5. Class Funds

We request voluntary contributions from parents to cover drinks, snacks and other class activities. This contribution is truly voluntary and parents must be assured that their children will not be prevented from taking part just because they are unable/unwilling to make a financial contribution. Reminder letters will never be sent to individual parents since this would imply that the contribution was not voluntary.

REVIEW

This policy will be reviewed annually and, should significant amendments result from whole school discussion, then the policy will be presented to the governing body for approval.

This policy was reviewed and updated in Sept 2025