



Clore Shalom School

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Clore Shalom School

School Policy for: Charging & Remissions

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Author: School

Monitoring: Governors

Headteacher's signature:

Date: Autumn 2023

Chair of Governor's signature

Date: Autumn 2023



Charges to Parents

This policy covers charges to parents and external providers. The Education Reform Act (1988) requires school governors to notify parents of their policies in relation to charges for certain activities. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips, theatre outings, museum visits etc., can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school. The Governing Body reserves the right to authorise a charge in the following circumstances for activities organised by the school.

Charges will be levied in the following circumstances:

- For lunches
- For after school clubs
- For deliberate breakages or loss or damage to school property e.g. library books
- For policies or other documents provided through the Publication Scheme

Non-payment of charges for such items will be pursued according to the debt policy which can lead to withholding of such services

Clubs and Extra-Curricular Activities

The charges for clubs and extra-curricular activities will be worked out by the Headteacher in conjunction with the Club organisers, providers and the Finance Committee. School Clubs are an optional provision and as such the charges for the clubs will be neither subsidised nor voluntary and parents will be expected to pay the full charge for their child's participation. The Headteacher and School Business Manager, however, have the discretion to make alternative arrangements, according to pupils' circumstances, in consultation with the Finance Committee.

Outings

Parents will be asked to contribute voluntarily towards the cost of educational visits to museums, theatres and other sites of interest, which support their child's learning or to trips out of hours. The total cost of transport and entry or other fees, will be divided by the number of pupil and non-staff (parent) helpers and letters will be sent to all participants giving details of the trip and asking for a voluntary contribution to cover the costs.

In letters giving details of such outings, the following clause will be added:

"To cover the cost of this trip we request a voluntary contribution of £??. Without sufficient funding, it may not be possible for it to go ahead. Please [click here](#) and select the ?? payment option to pay via the online portal by ??. In line with the Governors' Policy, no pupil will be excluded if you are unable to contribute. However, if this is the case please contact Mrs Bean, finance@cloreshalom.herts.sch.uk before the payment deadline."

If you are in receipt of Free School Meals (FSM), Clore Shalom will cover costs. Please contact the school office for further information.

In-School Visits

Parents may be asked to contribute voluntarily towards the cost for visits by authors, poets, environmentalists, theatre groups and other experts who come into school to extend their child's knowledge and experience, in which case the wording above would apply.

Charges to Hirers

The School Business Manager will agree terms of hire, having regard to the standard contract of hire and terms and conditions of hire, which are to be signed by each provider. This should be reviewed annually by the Finance Committee at the beginning of Summer Term with new rates for the forthcoming academic year to be agreed and communicated to those hiring.