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**Name of policy: Charging & Remissions**

**REVISION HISTORY**

	Date
APPROVED BY COMMITTEE	
RATIFIED BY GOVERNING BODY	
NEXT REVIEW	

Head Teacher \_\_\_\_\_ Date

Chair of Governors \_\_\_\_\_ Date

LONDON BOROUGH OF BARNET

**CHURCH HILL SCHOOL**

**CHARGES FOR SCHOOL ACTIVITIES POLICY STATEMENT**

**Introduction**

The charging for certain defined activities will be within the framework of the 1988 Education Reform Act, the Education Act 1993 and any subsequent Acts.

The Governing Body encourages all parents to voluntarily contribute towards the cost of all activities, important to the education of the pupils, which are not covered by the Acts. Where charges can be levied, the monies will be recovered from parents, as provided for in the Acts.

This Policy Statement outlines below the areas covered by the Acts with regard to charges, remissions and voluntary contributions.

**Educational Day and Residential Visits**

1. Educational day visits and residential school visits are arranged by the school to Provide opportunities for the educational, social, physical and spiritual development of the children. These activities complement, extend and enhance the valuable work done in school. As most of these visits fall within the scope of the Acts and are not chargeable, the Governing Body invites all parents to make voluntary contributions, to include travel and other costs, to cover such visits (should insufficient voluntary contributions be received, the proposed visit may not take place).
2. Prior to each visit, parents will be provided with appropriate information concerning the planned itinerary, travel and other arrangements, together with an anticipated cost.
3. For residential visits a charge will be made for the cost of board and lodging, both in and out of school time.
4. On all residential visits, held within school time and organised by the school, full remission will be made for board and lodging costs for pupils whose parents are in receipt of Income Support. Where a Travel Agent or Tour Operator is the “Organiser” and charges levied directly on parents, similar arrangements will apply.

5. Where payment is appropriate this should be received in full no later than 7 days prior to the visit unless special arrangements have been made in writing.
6. School will not be able to refund payments in the event of a pupil being unable to participate in a visit.

### **Instrumental Music Tuition**

1. Music lessons are currently provided by peripatetic teachers from BEAT (Barnet Education Arts Trust). The school is charged by BEAT for tuition provided individually or to a group of no more than four pupils, both in and out of school hours. Such charges may include instrumental teacher costs, sheet music, insurance and instrumental hire. These charges are passed onto the parents by the school on a termly basis in advance. Parents may be asked to discontinue lessons if these fees are not paid.
2. The School will seek remission of instrumental tuition fees for children whose parents are in receipt of Income Support through application to BEAT or at their discretion, for those families experiencing financial difficulties.

### **Additional Materials to Support the Curriculum**

Where ingredients or materials are required for areas of the curriculum such as Design and Technology, it is anticipated that they will be used to make an end product which will then be taken home, or consumed by the pupil in the school. Where these ingredients or materials are not provided by the parents, the school will ask for voluntary contributions to cover the costs. Wherever possible, estimated costs will be given in advance.

### **Wilful Damage/Loss of School Property**

Wilful damage or loss of school property by pupils is chargeable under the legislation and the school will recover, from parents of offending pupils, the cost of repair or replacement of the damaged or lost property.

### **Charges for activities not run or organised by the school or Barnet Services**

On occasions pupils may be involved in activities such as clubs or music lessons which are not organised by the school. In these cases the company running these activities will be responsible for arranging payment from the parents. These payments will be made directly to the company involved, not through the school funds.

### **Conclusion**

Throughout this policy document reference is made to charging voluntary contributions, recovery of monies and remittances. The administration and collection of such monies will be undertaken by the school.

As with all items of expenditure the operation of this policy is subject to budgetary constraints. This policy will be review bi-annually and revised as appropriate by the Governing Body.