



## Charging & Remissions Policy

Date approved:	Approved June 2023
Review Frequency:	Every year
Date next review due:	Jun 2024
Scope of Policy:	This policy applies to all staff, students and volunteers at Riverside School

### I Introduction

- 1.1 The Governing Body recognise the valuable contribution that the wide range of additional activities – including clubs, out of school trips, residential visits and experiences of other environments – make towards students’ all-round educational experience and their personal and social development. (Throughout this policy, the term “parents” means all those having parental responsibility for a child)

### 2 Charging

- 2.1 The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the School:
- I. School trips and residential visits
  - II. Activities outside of School hours

### 3 Remissions

- 3.1 The Governing Body may remit charges in full or in part to parents after considering specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Chair of Governors.

### 4 Insurance

- 4.1 Any insurance costs will be included in charges made for trips or activities.

### 5 Voluntary contributions

- 5.1 Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary. Children of parents who do not contribute will not be discriminated against, and if insufficient contributions are received the trip may be cancelled.

### 6 Monitoring, Evaluation and Review

- 6.1 The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School