

Knowle DGE Learning Centre

Charges and Remissions Policy

Rationale

We believe that all our pupils should have an equal opportunity to benefit from Learning Centre activities and visits (curricular and extra-curricular) irrespective of their parents' financial means.

Purpose

This policy sets out the Learning Centre's approach to charging for activities such as educational visits, trips and school camps, and how we will minimise the financial barriers which would otherwise prevent some pupils taking full advantage of the opportunities.

Guidelines

- No charges will be made for any activity or materials which are essential to fulfilling the statutory curriculum.
- Voluntary contributions from parents/carers may be sought to enable extra activities, which are deemed educationally desirable, to take place. These will include such activities as trips and educational visits.
- Contributions will also be sought towards the cost of food to be prepared in Food Technology lessons.
- Contributions requested will reflect the cost of the activity less any subsidy from funds available to the school.
- Residential camps: parents will be asked to pay the 50% of the cost involved. An instalment facility is available to spread the cost.
- No child will be excluded from an event or otherwise be treated differently, should a contribution not be made on their behalf. This applies equally to residential camps. If parents are experiencing financial difficulty they are invited to write in confidence to the Head Teacher.
- If insufficient voluntary contributions are received the Learning Centre reserves the right not to proceed with the event.
- The cost of any activity, including residential camp, for pupils whose parents are experiencing financial hardship and who therefore are unable to make a full contribution will be covered from the Knowle DGE Educational Visits budget as long as such funds are available and it is deemed appropriate by the Head Teacher, Finance Committee or Governing Body.
- Support for out of school activities will on occasion be sought from charities and other grant making organisations.

Policy written by: Karen Baker,
Business Manager November 2014

Ratified by Governors: 27th November 2015

To be reviewed: