



a revolutionary response to school

## Remissions and Charging Policy

### To be read in conjunction with;

- Atelier 21 Future School Terms and Conditions

### Rationale

At Atelier 21 we believe that external visits are an important part of pupils' education. We expect visits to take place to such venues as National Trust parks, houses and exhibitions, aquariums, museums, theatres, music studios, places of business etc. In order to ensure pupils' safety all visits will require the uses of school mini bus fleet, coaches or private hire mini-buses and this may incur an additional cost to parents, other than those in the immediate vicinity and within walking distance. Some venues may charge for admission or activities and this may also incur an additional cost to parents.

All visits and activities will be open to all pupils in the class/school and no pupil will be excluded from full participation in the activity.

The school may offer some types of tuition, qualification or examinations which are not usually considered part of the school's provision. This will be agreed with parents and an additional charge will be paid to the school or the external provider.

### School Fees 2020/21

	Per Term	Per Year
Reception 4-5 years	£2,850	£8,550
Lower Primary 5-8 years (Yr 1, 2, 3)	£3,350	£10,050
Upper Primary 9-11 Years (Yr 4, 5, 6)	£3,850	£11,550
Senior 1 12-14 years (Yr 7, 8, 9)	£4,350	£13,050

The cost of lunch is included in the fees.

## Supplemental Charges

School Transport Service	£2.50 per journey, per day
After School Club	£10 per session
Music Lessons	
Individual Lesson	£12.50 per 20 min lesson
Individual Lesson	£15.00 per 30 min lesson
Group Lesson	£7.50 per 30 min lesson
Learning Support*	£20.00 per 30 min session
Uniform / kit	see kit list

\*1 to 1 learning support session available at parent request, and in addition to in class support to SEN pupils provided as part of the fees and/or their EHCP provisioning.

Information regarding the payment terms of fees can be found in Atelier 21 Future School Terms and Conditions.

## Charging for School Trips

### Day Trips

Routine excursions in the local area to venues with no admission charge, e.g. Tilgate Park, Faulding Estate or in connection with the regular provision of the WILD Friday curriculum are included in the fees and are not chargeable.

We intend to organise one trip per half-term, per class, to venues or activities where an admission charge or other costs are applicable, for example to National Trust venues, Wakehurst Place, museums, aquariums, etc. These trips will be in addition to the fees and chargeable.

### Residential Trips

All costs in regard to residential trips will be chargeable, e.g. activities, travel, board and lodging.

### Transport

Use of the School Transport Service to and from the school site is chargeable and the fee is £2.50 per trip, per pupil and is levied to cover the running costs of the service.

Transport for routine excursions in the local area to venues with no admission charge, e.g. Tilgate Park, Faulding Estate or in connection with the regular provision of the WILD Friday curriculum are included in the fees and are not chargeable.

Transport for additional trips and excursions will be chargeable.

All charges for visits and trips must be paid for in advance, unless otherwise agreed with the school.

## Materials & Textbooks

Textbooks and Apps used for the delivery of our curriculum are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made if they are purchased through the school.

## **Music Tuition**

There will be no charge for music lessons as required by the National Curriculum. However, Woodshed Music School levies charges in respect of extra-curricular individual music tuition, and group music tuition up to and including four persons.

## **Activities Outside School Hours**

### **After School Club**

A charge of £10 per session will be required for pupils to participate in After School care from 4.15pm – 6.00pm. This charge is not pro rata and is payable in full irrespective of how much of the session the pupil attends.

If pupils would like to participate in activities provided by outside agencies e.g. dance/exercise classes, LAMDA, then a charge to cover the costs of this provision will be payable either to the school or to the provider.

### **Acts of Vandalism and Negligence**

Pupils are encouraged to play a full part in the school community and to treat the building and resources with respect. A charge will be levied in respect of wilful damage/disruption, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or other quantifiable costs. The charge will be at cost or lower as the head of school may decide.

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), belonging to a third party, e.g another pupil or member of staff, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the head of school may decide.

### **Other Charges**

The head of school may levy charges for miscellaneous services up to the cost of providing such services.

### **Refunds**

Request for refunds for trips will be considered on an individual basis and may be declined if the school is unable to recoup the costs incurred. In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the head of school. If approved, refunds will be processed via the original method of payment.

The School reserves the right not to refund costs where a pupil is withdrawn from an activity by the school due to the pupil's unacceptable behaviour.

### **Remissions Policy**

It is the school's ambition to offer bursaries in the future, however no bursary programme is available currently.

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