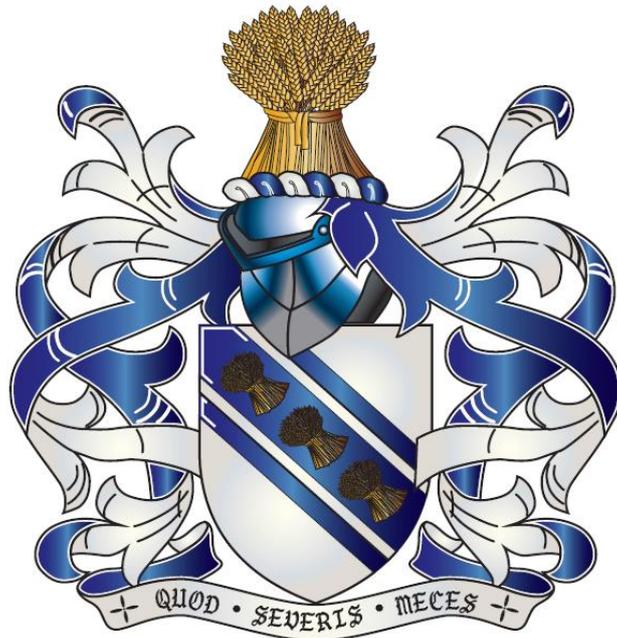


The Bliss Charity School



The Bliss Charity School aims to provide a caring, secure and enriching experience; each child is encouraged to develop strong personal, academic, physical and creative skills for lifelong learning.

Charging Procedures (2017-2018)

Outlined below are the procedures to be followed for

Residential and Educational Visits

An initial letter is sent out to parents not later than a term prior to the event, clearly stating:

1. Educational benefits and arrangements.
2. The voluntary contribution asked for from parents.
3. That if insufficient money is collected the visit cannot take place, and any donations already sent into school will be returned.
4. Parents should sign a permission slip and state whether they are willing to make a contribution of the full amount.
5. Date for return of the slip and money to be sent in.
6. Money should be sent to school as a response to the first letter.

The coach and place to be visited is contacted in order to establish the date, but a provisional booking is made until the money is received.

When making a booking, it is advisable to check as to whether a cancellation cost will be incurred, and also the date they require confirmation. This date should tally with the date for the return of pledges from parents.

The initial letter asks for money to be sent in. A second letter is sent to confirm the arrangements. A reminder and further details may then be sent nearer the time, if necessary.

Once the money has been received, final confirmation with venues and coach companies is made.

When planning visits, costs are calculated per child and a record of this is kept in the school office for audit purposes. Parents fund the visit for their own child. Any parent who is unable to make a voluntary contribution of the full amount, but who would like their child to participate in the visit, discusses the situation with the Headteacher. If funds allow, the school will assist with the costs. However, as school funds are often restricted, it may be necessary to cancel the visit. **This decision is at the discretion of the Headteacher.**

For every visit requiring voluntary donations, class teachers are issued with a collection list. Money handed in to class by parents or children is put straight into a zipped wallet. The school office then receives the zip wallet from the classes and counts the money.

Parents are able to pay trip money at the school office. Parents are encouraged to enclose the correct amount of money. The bursar, if necessary, gives any change required and notes this on the check list.

Visitors to school

The same procedures should be followed as for educational visits. The visitor should be contacted and a provisional date made. This should only be confirmed when monies are received from parents.

Should insufficient money be received then the event/visit will not be able to go ahead and relevant people should be notified. A letter to parents should also be sent out informing them of this.

Signature: (Chair of Governors)	
Print Name:	Date:
Signature: (Headteacher)	
Print Name:	Date: