


<b>Aldryngton Primary School</b>				
<b>Policy</b>	<b>F2</b>	<b>Charging and remission policy</b>		
Approved		Signed		
Website	Yes	Chair: Finance committee		
Review	Annually	Next review	June 2024	

At Aldryngton we request voluntary contributions towards various trips, and this policy categorises how they are calculated and applied.

Where voluntary contributions aren't requested:

- In association with admission to the school
- for education provided during school hours (including the supply of any materials, books, instruments or other equipment);

Where voluntary contributions are requested:

- For transport for offsite visits.
- Off-site insurance- this is charged individually on each year group, and is processed annually on the year group's first trip, as of September.
- Off-site visits for National Curriculum, or religious education;
- Any materials, books, instruments, or equipment, where the child's parent wishes the pupil to own them, such as cooking items made in DT;
- Contributions for the upkeep of the swimming pool.
- Optional extras, such as additional swimming lessons.
- Music and vocal tuition, in limited circumstances (see music tuition section).

Optional extras

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Therefore it will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for

the provision of an optional extra where charges will be made.

### **Voluntary Contributions**

At Aldryngton parents are invited to make a voluntary contribution towards the cost of some school activities. The school will also make it clear to parents that there is no obligation to make any contribution and that it is not compulsory for them to contribute, but from the outset it is made clear to parents if the activity cannot be funded without voluntary contributions it may be cancelled if less than 90% of the cost of the off-site visit is not met by voluntary contributions. No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay.

Aldryngton also operates a three for two policy, whereby triplets are only charged for 2 contributions on trips and residential visits.

### **Residential Visits**

#### **Calculating costs**

Aldryngton can only charge for the board and lodging element of the residential visit which is confirmed to school at the time of booking, but is typically 55% of the set cost.

#### **Voluntary contributions**

To cover all other costs including the activities, tuition, transport costs (ferry and coach) and materials and equipment used during the visit the school seeks a voluntary contribution. All pupils attending must pay the board and lodging, assistance can be offered for PPG pupils, please speak to the school secretary concerning individual cases. If the school doesn't receive 90% of the voluntary contribution per pupil, a review will be undertaken to determine if the trip can proceed.

#### **Exemption criteria**

When the school informs parents about a forthcoming visit, it is made clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging. The list of benefits to which this applies can be found by clicking [here](#).

#### **Financial assistance – residential visits**

When the school informs parents about the residential visit, the office will make it clear that parents who receive pupil premium or are having difficulty in paying can be exempt from paying the cost of board and lodging. Also the secretary informs parents that they can pay in instalments to help spread the cost.

#### **Transaction charges**

A transaction charge of 1.29% will be added to the cost of all trips, clubs and donations, with effect from the Summer term 2018. These charges will be added to cover the cost of the Parent mail facility and in house administration costs.

#### **Music Tuition**

At Aldryngton, music tuition provided by Berkshire Maestros or other tutors is financed by the parents.

#### **Education partly during school hours**

A charge can only be made for an activity outside school hours if it is not part of the National Curriculum or part of religious education.

Day visits at Aldryngton are deemed to be during school hours. The Year 6 residential visit is also deemed to be during school hours.

The school seeks voluntary contributions in order to fund school trips, aspects of its residential visit and swimming lessons.

**Non-payment of school meals**

The school now operates an online ordering facility ensuring that meals can only be ordered if there are funds available in their child's ScoPay account, therefore no account can go into debit.

**Communication:**

This policy will be made available to parents on request, a copy will be available on request in the school office and via the school web site.