



# Charging & Remissions Policy

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## Introduction

This policy has been produced in accordance with the Authority's guidance on: Charging for School Activities.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

## Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip.

If a parent wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we will allow the child to participate in the trip or activity if it is financially viable to do so. Sometimes the school pays additional costs in order to support the visit.

Parents who are experiencing difficulty in making payments must discuss this with the Headteacher and alternative arrangements for payments may be made.

Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre/cinema;
- musical events.

## Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we may make a charge to cover the costs of travel, board and lodging.

Children whose parents are in receipt of state benefits will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips.

### **Chargeable Items**

We sell the following items which we buy from the School Fund Account and bank any monies paid back into that account;

- Book Bags
- PE Bags
- Water Bottles

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum.

The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits may be exempt from payment. We give parents information about additional music tuition at the start of each academic year.

### **Swimming**

The school organises swimming lessons for some year groups. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

### **After School Sporting Activities**

The school offers sporting activities and coaching after school. Where these sessions are provided by qualified coaches who are not members of the school staff, we may make a small charge for these sessions.

### **Lost or Damaged items**

We will charge for any breakages and replacements as a result of damages caused wilfully or negligently by pupils.

## **Remissions**

The aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Where parents are in receipt of Income Support, Universal Credit, Income Based Jobseekers Allowance, Support under part IV of the Immigration & Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours. (The criteria that entitle families to an exemption from paying for the cost of board and lodgings has been aligned with free school meals criteria).

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

## **Publication of Information**

A summary of this policy will be included on the school website which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

## **Review of Policy**

Headteacher: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_

Policy to be Reviewed: Annually