



Care, Collaboration, Challenge

## **Springfield Primary Academy**

### **Charging and Remission Policy**

#### **INTRODUCTION**

The Governing Body of Springfield Primary Academy recognises the valuable contribution a wide range of additional activities, including visits, clubs and residential experiences can make towards pupils' education. Our aim is that all children should have access to these opportunities and that we act sympathetically and supportively towards families who may not be able to afford to pay for extra-curricular activities for which independent providers charge. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Parents have a right to know how the school determines the amount that is requested as a voluntary contribution for each educational visit or activity. The school will provide this information on request.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. The school arranges a number of visits out of school and visits by external providers into school to enhance and broaden the school curriculum. To enable us to provide these opportunities we do ask parents for voluntary contributions towards the cost. Parents may also be asked to contribute towards the cost of materials for practical activities in some circumstances e.g. ingredients for cookery club, materials for art club.

This policy is to ensure that there is a consistency across the school in terms of charging for activities.

#### **Voluntary contributions**

When organising school visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit or activity. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in an educational visit or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the visit or activity. Sometimes the school pays additional costs in order to support the visit, however, funds are limited.

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 incur transport costs;
- outdoor adventure activities;
- visits to the theatre;
- educational visits
- musical events.

## **General**

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities which take place in school time.

Parents must be aware that the continuance of an activity may depend upon voluntary contributions. If we do not receive sufficient voluntary contributions an activity may be cancelled. Once it has been decided to run an activity no child will be excluded on the grounds of not providing a voluntary contribution.

## **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 do make a charge to cover the costs of board, lodging and travel expenses. Parents will be given the option of a payment plan to spread the costs of residential visits. If parents are experiencing financial difficulty they are invited to write in confidence to the head teacher. Parents who can provide evidence of being in receipt of certain state benefits may be exempt from paying the cost of board and lodging.

We will endeavour to provide children not taking part in a residential visit the opportunity to take part in other activities. The cost of these will be based on travel expenses, entrance to sites, material and charges for activities experienced. The Governors' policy is for the school to cover the cost of any additional teacher and support staff time necessary to lead the visit or subsequent follow up work.

## **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Peripatetic music teachers visit our school and offer individual or small group lessons. They make a charge for these lessons. The fees are paid direct to the provider.

NELC offer the following music subsidy schemes, disadvantage scheme, shortage instrument, multiple family learners, special educational needs and higher grades. All schemes offer financial assistance towards the cost of lessons. Further information is available from the school office. Information about additional music tuition is given to parents when places are available.

## **Swimming**

The school organises swimming lessons for all children in Year 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We do however ask for a small voluntary contribution to assist with the cost of transport to and from the pool. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to participate.

## **Activities not run by the school or Local Authority**

When organisations/individuals acting independently of the school or LA arrange an activity to take place out of school hours and parents want their children to join the activity organisations may charge.

## **Activities outside of school hours run by school staff**

Parents may be asked to pay a small fee for pupils taking part in activities deemed to be optional extras taking place outside school hours.

## **Fundraising**

Occasionally the school will hold fundraising events. Details of beneficiaries will be given in advance. We value parents support for these events.

## **Damage/Loss to property**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the headteacher, if necessary, in consultation with the Chair of Governors, may decide it right to make a charge. Each incident will be dealt with on its own merit and at the headteacher's discretion.

## **Special Needs**

The governing body confirms that no pupil with special needs or disabilities will be treated any differently to that any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

## **Early Years Provision**

Children are entitled to 15 hours of free education the term following their third birthday. Additional hours may be offered on a termly basis, space permitting. Additional hours will be charged for. Fees will be determined by the Governing Body and reviewed annually. Parents may be asked for a voluntary contribution to enable us to provide a morning/afternoon snack. See our Early Years Provision Policy.

## **Letting of school premises**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Governing Body and details are in our separate Lettings Policy.

## **REMISSIONS**

If parents are experiencing financial difficulty they are invited to speak or write in confidence to the headteacher. Any authorisation for remission will be made by the headteacher in consultation, if applicable, with the Chair of Governors. Any child whose parent is unwilling or unable to make a voluntary contribution will not be discriminated against and will be allowed to participate fully in the visit or activity.

Reviewed: October 2019