

# Charges and Remissions Policy



**Headteacher**  
**December 2023**

**Review: December 2024**

## **Trinity St Stephen Charges and Remissions Policy**

The objective of this policy is to detail instances when the school may approach parents for payment relating to services or activities organised by the school on behalf of their children or for costs incurred by the school due to damage caused by their children.

### **1. Introduction**

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 and swimming.

### **2. 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 trip 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 a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums or other educational venues;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.

### **3. 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 educational programme or for the additional cost of the school teachers attending.

However, we do make a charge to cover the costs of board and lodging, travel and costs charged by the service provider.

Where parents and carers experience difficulty in meeting the cost they are invited to come and discuss their circumstances in confidence with the headteacher. The headteacher may ask for evidence such as eligibility for Universal credits. It is hoped that the experience can be subsidised or paid in full.

#### **4. Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this, with the exception of Year 3 who learn a musical instrument through the In2music, First Access Programme led by Maestros. This is a funded programme but an optional charge is made for the loan of the instrument. In the case of financial hardship (eligible for free school meals) support may be given by the school.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The visiting music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits wishing for their children to participate in these lessons should approach the Headteacher so that arrangements for their involvement can be made. These arrangements will not affect the cost to other participants.

We give parents information about additional music tuition at the start of each academic year.

#### **5. Swimming**

The school organises swimming lessons for children from Year 1 to Year 4. These take place in school time and are part of the National Curriculum. 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. We ask for a voluntary contribution for these sessions.

#### **6. Extra-Curricular Activities**

The school offers additional activities outside of the school day. Qualified coaches, who are not members of the school staff, run and organise these sessions. We charge for these sessions. The school runs before and after school care which parents are able to book on a termly or adhoc basis. These sessions are charged. Families in financial difficulty needing this service are encouraged to speak in confidence with the headteacher.

## **7. School Lunches**

Currently, children in Reception, Year 1 and Year 2 receive a free school meal as part of the government's Universal Free School Meals scheme. These must be booked on the school's online booking system. If a child comes to school without lunch we expect a parent or carer to drop in a packed lunch. If we are unable to contact a parent or carer, we will arrange for our caterers, CaterLink to provide a meal. The cost of that meal (currently £2.17) will be repayable to the school the next day if the child is in Year 3 or 4 and is not in receipt of free school meals. Free school meal eligibility for all children can be checked by following the link: <https://www.cloudforedu.org.uk/ofsm/rbwm/>

## **8. Breakages and Damage to Equipment**

The governors reserve the right to charge parents for damage to school equipment or to neighbouring properties where it is deemed necessary. The Headteacher will determine where this is the case and inform parents accordingly. This will also apply to damage occurring during offsite activities.

## **9. Policy Review**

Review to be undertaken annually.