



Charging & Remissions Policy

Document Detail	
Policy Reference Number:	5.1
Category:	Financial Management
Authorised By:	Finance Committee
Status:	Approved
Chair of Finance Governors Signature	<i>Karen Dorall</i>
Date Approved:	20/05/19
Next Review Date:	May 2020

Introduction

All the education we provide during normal school hours is at no charge to our pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

Voluntary contributions

When organising school trips, visitors or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. 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. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, and the school provides this information on request.

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

- visits to museums; places of interest
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events;
- visitors delivering workshops to pupils

Residential visits

If the school organises a residential visit in school time, or weekends we suggest a charge to cover the cost of board and lodging, specialist instructors and travel. The parents of children who are receiving Free School Meals can contact the Head Teacher if they need the visit to be part or fully funded through Pupil Premium money.

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 small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by county peripatetic music teachers. A contract between the county music service and individual parents is then issued. There is a cost for such tuition which is charged directly to parents from the county peripatetic music service. School does not enter into this contract other than to give parents information about additional music tuition at the start of each academic year. The parents of children who are receiving Free School Meals can contact the Head Teacher to enquire whether school can use Pupil Premium funding to cover the cost of tuition.

Swimming

The school organises swimming lessons for children in Year 3. These take place in school time and are part of the Nation Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

Sport

We offer additional sports clubs after school. Qualified coaches from Simply Sport run these sessions and there is a charge.

Wrap Around Care

Breakfast and Tea Club sessions run daily. All sessions must be booked in advance and parents pay in full for this care. Discounts are available for Free School Meals children and siblings.

Buses

For many activities transport is required, we normally charge, however, we use these charges only to cover the expenses of the trip, and not to make a profit.

Statement for Parents

* Costs are always calculated on the assumption that all children in the group will be participating and the cost is shared out exactly and equally. It is hoped that parents will meet the full amount requested or discuss any difficulties with the Head Teacher, in confidence. All children would be included in a visit regardless of their parents willingness or ability to pay, but where school is unable to raise sufficient revenue from voluntary contributions it may be necessary to cancel the visit and return any monies paid.

