

# Charging and Remissions Policy

## 1.0 Introduction

All education during normal school hours is free. No charge is made for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

## 2.0 Voluntary Contributions

2.1 When organising school trips or visits that enrich the curriculum and enhance the educational experience of pupils; the school invites parents to contribute to the cost of these activities. All such contributions are voluntary.

2.2 These trips and visits are known as optional extras and may include visits to museums, theatre productions, musical events, sporting activities and other places of interest related to the curriculum. This is not an exhaustive list.

2.3 If insufficient voluntary contributions are received the trip or visit may be cancelled.

2.4 When a parent wishes their child to take part in such an event but is unwilling or unable to make a voluntary contribution; their child is allowed to fully participate.

2.5 A trip or visit may, therefore, include children whose parents have not contributed. These children will not be treated differently from any others.

2.6 If voluntary contributions are less than the cost of a trip or visit the school may sometimes provide financial support to ensure it goes ahead. Parents may receive, upon written request to the school, details of how each trip or visit has been funded.

2.7 The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.

## 3.0 Residential Visits & Optional Trips

3.1 If the school organises residential visits to provide education directly related to the National Curriculum that takes place mainly in school time no charge will be made for the education element. A charge will, however, be made to cover the costs transport, meals and accommodation. Parents in receipt of state benefits will be asked to contribute what they can, after which the school will pay the difference.

3.2 Optional trips wholly or mainly outside school hours will be charged at full cost. These visits will not proceed where full costs are not met by all those who wish to partake in the activity.

## 4.0 Music Tuition

4.1 All children study music as part of the normal school curriculum. No charge is made for this.

4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. These lessons are taken by peripatetic music teachers employed by the Local Authority. The charges are set by the Local Authority but parents in receipt of state benefits are exempt.

## 5.0 Sports Coaching

5.1 From time to time the school organises additional sports coaching outside normal school hours. A charge is made for these sessions for example to cover the costs of qualified coaches.

5.2 The school is reviewing swimming lessons for all children in Key Stage 2 who cannot swim 25metres with a view of re-introducing this. These would take place in school time and are part of the National Curriculum. We would ask for voluntary contributions towards the cost of this activity. We would inform parents when these lessons would take place, and we would ask parents for their written permission for their child to take part in swimming lessons.

## 6.0 Hire of school premises (lettings)

6.1 Governors, on the advice of the Headteacher, may grant permission for external organisations to hire school premises. Responsibility for dealing with routine requests is delegated to the Headteacher (see the most recent Lettings Policy)

6.2 Hirers must agree to abide by the Local Authority's standard terms and conditions of hire and must complete a Details of Hire form (see Lettings Policy).

6.3 A charge will be made that is not less than the full costs involved.

6.4 The Finance Committee will review charges annually during the Autumn Term for implementation from 1st April. Hirers will be given at least one months notice of any changes.

## 7.0 Breakages & Damage to Property

The school may make charges for breakages and damage to property including window breakage and cost for graffiti removal. Invoices will be raised for these charges and in the event of non-payment and following two reminders the debt will then be transferred to the Local Authority to pursue payment.

## 8.0 Publication Scheme

A charge may be made for actual disbursements incurred such as photocopying, postage and packaging, and any costs as a result of viewing information covered by the scheme. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## 9.0 Remissions

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body may offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship.

When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Head Teacher in consultation with the Chair of Governors will make authorisation for such remission.