



## Charging and Remissions policy

### 1 Introduction

All education provided to fulfil the requirements of the National Curriculum during school hours is provided free of charge. Where we provide activities and events which are additional to the National Curriculum to enhance it, we may request a voluntary contribution or make a charge to parents.

### 2 Voluntary contributions

When organising trips out, visitors in to school and other such activities which enrich the curriculum and educational experience for the children during school hours, we may invite parents to contribute a sum to help cover estimated costs and expenses. All contributions are voluntary; however, if we do not receive sufficient voluntary contributions to cover the total costs, the activity may not go ahead. Voluntary contributions received in excess of the total costs may be retained by the school.

We will not exclude any child that does not make a voluntary contribution where we have requested one for activities during school hours. Such costs are covered from the school's own resources, if possible. Parents may request information on how a trip has been funded by contacting the school office.

#### 2.1 Swimming

**2.1.1** All children in Year 4 learn to swim as part of the school curriculum. We do not charge for this tuition.

**2.1.2** We request a voluntary contribution towards pool hire, travel and associated costs. Parents are informed when these lessons are to take place and must give their written permission for their child to take part.

### 3 Charges

Education mainly or wholly out of school hours or activities which are additional to the national curriculum may be charged. If the required payment is not made, children may be excluded from participating.

#### 3.1 Residential Visits

The school may organise residential visits. We make a charge for the board and lodging aspect of these trips and request a voluntary contribution for the tuition, travel and associated costs.

#### 3.2 Music Tuition

**3.2.1** All children study music as part of the school curriculum. We do not charge for this.

**3.2.2** We charge for individual or group music tuition that is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We give parents information about additional music tuition at the start of each academic year.

#### 3.3 School Meals

The school organises hot school lunches every day of the week. This is provided by an external contractor and a charge is made for any meals taken. Children entitled to free school meals receive hot meals from funding received by the school.

#### 3.4 Externally Provided Extra Curricular Provision

A number of activities are available to children outside of school hours both before and after the start of the day. Where these are provided by external providers a charge is made by the provider.

### **3.5 Internally Provided Provision**

**3.5.1** The school provides additional nursery hours, including lunchtime sessions, before and after school care including a [Holiday Club](#). A charge is made for services that are used by parents.

**3.5.2** The school will charge an additional £5 admin fee for all late payments where a payment is delayed by 4 weeks from the date of the invoice.

### **3.6 Curriculum Resources**

The school may charge for some resources children use in school if the children wish to take the finished piece of work home and the parents have indicated in advance that they wish to purchase the item. This might include a model made or a cake baked in Design and Technology.

## **Remissions**

### **1 Introduction**

The Governing Body does not want any child to miss out on an educational experience that is provided by the school simply because a child's parents cannot afford it; however, the school funds cannot afford to remit (waive) charges for all pupils all of the time. They therefore have the following policy on remissions.

#### **1.1 Residential Visits and Trips out of School**

If a parent is unable to make the necessary payments and voluntary contributions for a residential journey or school trip they are requested to speak to the Head Teacher. The Head Teacher may make an offer to accept payments by instalments or may agree to waive part or all of any payments due because of exceptional extenuating circumstances. Parents in receipt of certain state benefits are therefore encouraged to speak to the Head Teacher in order to establish whether additional funding exists to support them.

#### **1.2 Music Tuition**

The Governing Body will not remit charges for individual or group musical instrument tuition.

#### **1.3 School Meals**

Parents in receipt of certain state benefits are entitled to free school meals. Applications should be made to the Pupil Administrator who will check entitlement. Children on free school meals will be provided a hot meal by the school at no charge to the parents.

#### **1.4 Externally Provided Extra Curricular Provision**

The Governing Body will not remit charges for externally provided extra-curricular activities.

#### **1.5 Curriculum Resources**

The Governing Body may remit charges for resources used in curriculum activities if the child wishes to take the work home.

**Signed:** \_\_\_\_\_ (Chairman of Governors) **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ (Headteacher) **Date:** \_\_\_\_\_

Reviewed: November 2020

No changes

Next review: November 2022