



Charging and Remissions Policy

Igniting young minds today for a brighter tomorrow

Approved by Trustees – September 2016

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Date for Review – September 2017

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

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 swimming and theatre group visits where a voluntary contribution is requested.

Responsibilities

The Governing Body of the school are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Publication of information

A summary of this policy will be on the school website which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges:

Residential Trips

If the school organises a residential trip 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 the board and lodging. If parents are experiencing financial difficulties, they are invited to write in confidence to the Headteacher (also please see the section on Remissions Policy)

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. If however the school introduced individual tuition in the playing of a musical instrument then a charge would be levied.

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 in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Enrichment and Breakfast and After School Clubs

We are very fortunate to be able to offer enrichment activities for the children, most of these are free of charge but some are run by experienced sports coaches for which there is a charge. We ask for a contribution towards the coach costs and materials and equipment. Breakfast and After school clubs are provided at a charge to cover staff costs.

Lettings

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 Finance Committee and form part of our separate Lettings policy

Other charges

The Headteacher, Finance committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

REMISSIONS

If the parent/guardian of a pupil is in receipt of free school meals and their child is going on a residential trip a charges in respect of meals will be remitted in full by the school. The position of any parents in this situation must be made clear to the school and updated as necessary for this remission to be effected. Other extenuating circumstances may be considered for remission of charges/contributions upon application to the Head Teacher. These matters will be treated confidentially.

All children in Key Stage 1 are entitled to free school meals under the Universal Free School Meal scheme.

To qualify for free school meals the parent/carers must be in receipt of one of the benefits below:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190) ☐ Universal Credit

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. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

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;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- Visits to school from Authors and Theatre companies
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.
- musical events and school concerts;
- Swimming - The school organises swimming lessons for all children in Key Stage 1 and 2. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution towards the cost of this activity as funding received does not fully cover this. 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