Charging & Remissions Policy

Policy Data Sheet

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1. Introduction

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we may charge for some additional extra activities such as individual or small group music tuition. We may also charge for nursery and childcare arrangements where appropriate.

2. Aims and Objectives

The aims of this policy will:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers.
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

The Governing Body cannot charge parents/carers and pupils for any activity unless it has a drawn-up charging policy. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which means that pupils who can pay should not be charged extra to cover the cost of those who cannot afford to.

The Governing Body must not charge for any educational activities (except for preschool) which take place when the school is actually in session, excluding the break in the middle of the day.

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents/carers cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours if such activities are not an essential part of the National Curriculum.

3. Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers 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 or carers 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 to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of the pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through voluntary contributions and the school budget. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to the parents/carers.

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

- visits to museums.

- field trips and research visits.
- sporting activities which require transport expenses.
- outdoor adventure activities.
- visits to or by a theatre company.
- school trips abroad.
- musical events.

4. Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do suggest a voluntary contribution to cover the costs of board and lodging. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

5. Music tuition

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

There is a charge to the school 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 peripatetic music teachers. We do not charge for this. We give parents and carers information about additional music tuition at the start of each academic year.

6. Swimming

The school organises swimming lessons for all children for Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

7. Monitoring and review

This policy is monitored by the governing body and will be reviewed every three years or sooner if necessary. The finance officer will also monitor the impact of this policy by receiving a termly financial report on those activities that resulted in charges being levied.