

## ST. ANDREW'S CE PRIMARY SCHOOL CHARGING AND REMISSION POLICY

### The aims of this Policy are to:

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

### 1 Introduction

- 1.1** All education during school hours is free with the exception of individual or group music tuition (see 4 below). We do not charge for any activity undertaken during school hours as part of the National Curriculum.

### 2 School trips/visits and activities during in school time – Voluntary Contributions

- 2.1** When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made a proposed event would be cancelled unless school is able to cover the shortfall arising from parents/carers unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.
- 2.2** Parents/Carers have a right to know how each individual trip is funded. The school provides this information on request.
- 2.3** The following is a list of additional activities sometimes organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
  - sporting activities – sometimes involving transport expenses;
  - outdoor adventure activities;
  - visits to the theatre;
  - musical events.
- 2.4** Parents/Carers will be given reasonable advanced notice of proposed visits/activities and school will provide details of how each individual voluntary contribution amount has been determined if requested. Staged payments may be arranged where contributions are significant.
- 2.5** If a child's behaviour endangers the safety of other children or adults on **any school trip** then they will be withdrawn from the visit. In this instance, Parents/Carers will be expected to cover any associated travel costs involved for returning the child to school.

### 3 Residential visits – Charges

- 3.1** If the school organises a residential visit 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 educational activities. However, we do make a charge to cover the costs of travel, board and lodging. We may also invite voluntary contributions to meet other costs associated with the visit.
- 3.2** Parents/Carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant.

## **4 Music Tuition**

- 4.1** All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2** Visiting music teachers offer individual or small group music tuition at the school which is additional to the National Curriculum. We give parents information about availability of this facility and a charge is made for these lessons.
- 4.3** There will be no refunds for missed lessons due to pupil absence. However, where lessons have been missed due to a curricular activity such as a school trip or sportsday, a refund will be offered once the relevant refund form has been completed.

## **5 Swimming**

- 5.1** The school organises swimming lessons for all children in lower Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity or for associated transport costs. We inform parents when these lessons are to take place, and we ask parents for their permission for their child to take part in swimming lessons.

## **6 Out of School clubs and activities**

- 6.1** The school offers a range of out-of-school clubs and reserves the right to charge for such sessions to cover the cost of provision where those activities are not directly aimed at providing educational benefit to pupils.

## **7 Late Fines**

- 7.1** To cover staffing costs, there is a charge for children who are collected late at the end of the school day or collected late from an after school club or activity.

## **8 Transport to Extra-Curricular Activities**

- 8.1** Parents/Carers may be charged to cover the transport expenses associated with an extra-curricular activity. Charges for transport will be strictly based on covering actual costs (as defined in legislation) with no profit element.

## **9 Loss of/ Damage to School Property**

- 9.1** Parents/Carers may be asked to meet the exact costs of repair/replacement of school property that is lost or damaged. This includes musical instruments, reading books, homework folders and reading diaries.

### **Remissions Policy:**

There will be no charge for board and lodgings for pupils whose parents/guardians are receiving income support, income based job seeker's allowance, family credit or disability working allowance. Charges for other 'chargeable activities' may also be fully or partially remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Approved by: .....

Date: September 2016

Next review date: September 2019

September 2016