



CHARGING and REMISSIONS POLICY

Reviewed by SMT	JT 25.05.16
Consultation with Staff	
Adopted / Approved by Governing Body	27.06.2016
Next Review Date	Annual – September 2017

1 Introduction

- 1.1 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 individual or group music tuition.

2 Voluntary contributions

- 2.1 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.
- 2.2 If a parent wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we may allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit, using Pupil Premium funding to enable disadvantaged children to experience a broad curriculum. Parents have a right to know how each trip is funded. The school provides this information on request.
- 2.3 The following is a list of additional activities organized 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 which require transport expenses;
 - outdoor adventure activities;
 - visits to the theatre;
 - musical events.

3 Residential visits

- 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 charge parents for the accommodation, activities and travel to the site. The cost of this may be subsidised by school.

4 Music tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 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. There is a charge for individual or group music tuition if this is not part of the National Curriculum.

5 Swimming

- 5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. Children and parents cannot refuse to take part in this activity.
- 5.2 We make no charge for this activity. We inform parents when these lessons are to take place.

6 After School Sports

- 6.1 The school offers additional sports coaching after school. A qualified coach, who is not a member of the school staff, runs and organizes these sessions. We make a small charge for these sessions.

7 Late Collection of children after school.

- 7.1 We are aware that emergencies can occur which means that you are unable to collect your child at home time and we are keen to support all of our families at these critical times. However, emergencies are not a common occurrence in our lives and therefore on the third late collection of each child, per half term, a charging structure will be imposed to prevent persistent, late collection of children.

A “child minding” fee will be payable at the following rates:

£ 7:00 (in total) for first 15 minutes – (charge for two teaching assistants)

£ 14:00 (in total) for 15 - 30 minutes – (charge for two teaching assistants)

£ 21:00 (in total) for more than 30 minutes (charge for Senior Leader – Head or Assistant Head)

Minutes late are measured from 3:25pm in KS1 and 3:30pm in KS2.

In individual circumstances, for example where collection is very late on one particular occasion; or where a large number of late collections happen inside the first 15 minute window; we reserve the right to impose “child-minding” fees as we deem appropriate.

8 Photocopying

- 8.1 It is expected that staff will use the photocopier to provide resources for teaching, Professional Development or supporting other staff with policies and schemes.
- 8.2 Visitors to the school such as students may photocopy items needed for the teaching and children however, if their photocopying is for college for example policies we administer a charge per sheet to cover the ink costs. (10p for Black & White, 20p for colour).

9 General

- 9.1 The cost of repairing damage and replacing school property or equipment (lost, defaced or damaged) remains the responsibility of the parent/carers when this damage or loss is the result of their child’s behaviour or negligence.
- 9.2 Parents/carers should advise their child (ren) not to bring valuables into school and states that the school takes no responsibility for any items lost or damaged.
- 9.3 The school may from time to time amend the categories of activity for which a charge may be made.
- 9.4 When seeking voluntary contributions from parents or students for a particular activity, the school will always indicate whether the activity will be prevented from going ahead in the absence of sufficient funds.
- 9.5 Nothing in this policy statement precludes the school from inviting parents/carers to make a voluntary contribution towards the cost of providing education for students

10. Remissions

- 10.1 Parents/carers may apply to the school for remission of charges in whole or part towards the charges for activities or for financial support. This is available on a case by case basis.
- 10.2 The school may from time to time decide to remit all or part of the cost of activities, involving particular students. This will be at the schools discretion.
- 10.3 When arranging a chargeable activity, the school will invite parents/carers to apply **in confidence** for the remission of charges in part or in full. Parents / carers should talk to Mrs Sharon French, Office Manager in the first instance.
- 10.4 In the main, subsidies may be made for students on the Free Schools Meals Register, or a Looked After Child.
- 10.5 Remission for students not on the Free School Meals Register or a Looked After Child cannot be guaranteed.