

St. Andrew & St. Francis CE Primary School



Charging & Remissions Policy

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Charging & Remissions Policy

1 Introduction

- 1.1 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.

2 Aims and Objectives

- 2.1 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.

3 Voluntary contributions

- 3.1 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.
- 3.2 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 and carers have a right to know how each trip is funded, and the school provides this information on request.
- 3.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as “optional extras”. This list is not exhaustive:
- visits to museums;
 - fieldtrips 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

- 4.1 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, although parents and carers who are in receipt of free school meals may be exempt from this charge. 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

- 5.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 5.2 There is a charge 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 make a charge for these lessons, but parents and carers in receipt of state benefits are exempt from payment. We give parents and carers information about additional music tuition at the start of each academic year.

6 Swimming

- 6.1 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. 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 Additional sports coaching

- 7.1 The school is sometimes able to secure the services of a qualified sports coach. It is necessary for the school to make a charge for this service and so children attending these sessions may be asked to contribute financially toward the cost of the coaching session. The school does routinely offer additional football coaching after school.

8 Requests for official Letters

- 8.1 Due to the increasing number of requests for letters of proof of attendance, address etc. the school charges a standard fee of £10 per letter to cover costs. (Office, Headteacher, printing, photocopying,time).
- 8.2 Requests for photocopies of Ofsted Reports, School Reports and School Policies. All of the above will incur a charge of £5 per document.

9 Losses and breakages

- 9.1 School property lost or damaged by children or adults must be replaced. In cases of wilful damage, breakage or loss of equipment on loan to children, a charge to cover some of the replacement cost will be made, for example books £5. Other charges will be dealt with on their own merit and at the discretion of the school.

10 Reimbursement.

- 10.1 Should any activity or trip be cancelled for any reason, all monies will be reimbursed, in full, to those parents who have paid.

11 Monitoring and review

- 11.1 This policy is monitored by the governing body, and will be reviewed every three years or sooner if necessary.