



# Charging and Remissions Policy

## Introduction

All education during school hours is free. However, to enrich the curriculum, other activities, sometimes off-site, and in addition to the normal curriculum, are offered during the school day. Voluntary contributions may be requested so that these can take place.

Activities arranged outside of the school day may be charged for.

## **Pupil Charges**

### Voluntary contributions

When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites Parents/Carers 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, all pupils will be included, regardless of a voluntary contribution.

If a Parent/Carer 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/Carers have a right to know how each trip is funded. The school will provide this information on request.

The following is a list of additional activities organised by the school, which would require voluntary contributions from Parents/Carers. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums;
- Educational visits which enhance the curriculum and which require transport expenses;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- Artist in Residence
- Musical or theatrical events.

### Residential visits

If the school organises a residential visit in school time or mainly school time, we ask for voluntary contributions towards the cost of the visit. All visits are regularly evaluated in order to offer the best value for money to our Parents/Carers and children. Parents/Carers who receive Pupil Premium are exempt from payment unless they wish to make a voluntary contribution to the cost of the visit.

### Music tuition

All children study music as part of the normal school curriculum. The school does not make any charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. The peripatetic teachers charge Parents/Carers directly for these lessons. If a child is in receipt of Pupil Premium, peripatetic lessons are available at no additional charge. Information about music tuition is communicated to Parents/Carers. The school currently provides recorder lessons to children in Year 2. The school meets the cost of the instruments and the additional music teacher.

### Swimming

The school organises swimming lessons for all children in Key Stage 2 until they reach the . These take place in school time and are part of the National Curriculum. We inform Parents/Carers when these lessons are to take place, and we ask Parents/Carers for their written permission for their child to take part in swimming lessons. There is no charge made to Parents/Carers for these lessons. .

### Coaching Sessions

When the school offers additional coaching after school, for example football, street dance, hockey, gymnastics etc, with a qualified coach, who is not a member of the school staff, the external company running the sessions will make a charge to cover their costs. Attendance is entirely voluntary.

### Teacher Clubs

Our staff offer extra-curricular activities during and after school in their own time. There is no additional charge for these clubs unless specific materials are required.

### Before and After School Care

There is a Before and After School Club which is based on the school site; all charges are made directly by the external supplier.

### Other Outside Provider Charges

Charges will be made for the use of the school premises outside of the normal school day. A full list of charges is available from the school office.

Every year, the school allocates a part of the budget to supporting families who may have difficulties in meeting the costs of school activities. We firmly believe that children should not be denied access to visits, after school clubs or music tuition because of financial reasons.

Signed: ..... (Headteacher)

Signed: .....(Chair of Governors)

Policy to be reviewed May 2018