



Policy on Charging and Remission

1 Introduction

- 1.1 The governing body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards pupils' personal and social education.
- 1.2 Under the charging provisions of the Education Reform Act, governing bodies may choose to charge for certain defined activities but only if they have first drawn up a statement of their charging and remission policy
- 1.3 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, with the exception of some individual or small-group music tuition.

2 Voluntary contributions

- 2.1 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.
- 2.2 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.
- 2.3 Where the level of voluntary contributions falls short of the actual cost the shortfall may be met from the budget or fundraising at the Headteacher's discretion up to the rate of 10% of the overall cost for activities up to and no more than £200. However, where there are not enough voluntary contributions, and there is no way to make up the shortfall, then the activity may be cancelled. The possibility of the activity/visit being cancelled should be made clear in the information sent to parents.
- 2.4 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;
 - sporting activities which require transport expenses;
 - outdoor adventure activities;
 - visits to or by a theatre company or specialist 'historical experience' company;
 - musical events;
 - 'wow' events

- visits to places of interest.

3 Residential visits

- 3.1 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 charge to cover the costs of board and lodging, although parents and carers who receive state benefits are 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.

4 Music tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 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 for instrument hire. We give parents and carers information about additional music tuition at the start of each academic year.

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. We make no charge for this activity. We inform parents and carers when these lessons are to take place.

6 External Coaches

- 6.1 The school offers additional external sport coaching after school. Qualified coaches, who are not members of the school staff, run and organise these sessions. They may make a small charge for these sessions.

7 Pupil Premium

- 7.1 Pupils in receipt of Pupil Premium are able to access funding to support with costs associated with
- Residential visits
 - Educational visits
 - Music Tuition
 - Study Guides
 - Extra-curricular activities provided by the school including sessions delivered by external coaches

8 Wilful damage or neglect of school property

- 8.1 The school will consider charging parents for the replacement of items of school property that are broken or lost as the result of wilful damage or neglect by pupils

9 Photocopying

- 9.1 Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at 10p per sheet and 20p for any colour printing.

10 Monitoring and review

- 10.1 This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.

Policy on Charging

Under the Equality Act 2010, due regard has been given to equality considerations when reviewing this policy in accordance with the requirements of The Single Equality Act 2010

Signed: *Anne Hunt* (Chair of Governors)

Signed: *Philip McLauchlan* (Head Teacher)

Date: September 2020