



# Nether Kellet Primary School

## Charging and Remissions Policy

### Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. This policy is reviewed on a 3 yearly cycle or when new legislation comes into place.

This policy identifies activities for which:

- charges will be made
- voluntary contributions may be requested
- charges may be waived

### **Responsibilities**

The Governing Body of the school are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

### **Publication of Information**

This policy will be available via the school website.

### Charges

#### **1. Residential Trips**

If the school organises a residential trip 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 education. However, we do make a charge to cover the costs of the board and lodging. If parents are experiencing financial difficulties they are invited to write in confidence to the Headteacher (please see the section on Remissions). We ask for a voluntary contribution to cover the cost of the visit minus any subsidy being paid by the school. It is usually necessary

for all parents other than those in receipt of benefits to pay the full amount in order for the trip to be viable.

## **2. Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. We also offer private individual and small group tuition to play musical instruments and for this a charge is levied. When music lessons are provided for the whole class, we ask for a voluntary contribution towards this cost.

## **3. Activities Outside School Hours**

Charges may be made for activities that are outside of school hours (optional extras) such as evening or weekend music events or theatre visits. They may also be made for after school clubs run by an external provider for which a charge is being levied to the school. We run an after school and breakfast club for wrap-around childcare and charges are payable for the use of this club.

## **4. Damage/Loss to Property**

In cases of wilful or malicious damage to equipment or loss of school books on loan to children, the headteacher, in consultation with the Chair of the Governing Body, may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion. Reading books that are lost or badly damaged incur a £5 fee or the replacement of the book by parents.

## **5. Extra Curricular and School Clubs**

Clubs and activities provided by third parties may be chargeable and there may be a charge for the cost of materials used in a club e.g. cooking and sewing resources. Children have a choice as to whether to attend these clubs and children in receipt of Pupil Premium are subsidised for these clubs.

## **6. After School and Breakfast Clubs for Wrap-Around Care**

Our After-School and Breakfast Club charges are detailed in the policy for those clubs.

## **6. Lettings**

The school may make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Finance Committee and form part of our separate Lettings policy.

## **7. Other Charges**

The Headteacher, Finance committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

### **Voluntary contributions**

The staff and governors believe that enrichment activities are invaluable experiences for the children which really bring their education to life and give them access to opportunities that they may not otherwise get. These might include going out on school trips and taking part in activities led by visitors to school such as artists, theatre groups or authors.

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 or visit. 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. We do ask that where parents are unable to pay the full contribution that they might contribute a smaller amount to maximise the amount of enrichment opportunities we are able to offer the children.

Sometimes the school pays additional costs in order to support trips and visitors, the school does not receive money in its budget share specifically for this purpose so the amount available will vary. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents in order to take place. This list is not exhaustive:

- school trips linked with our theme to a range of venues including museums, parks, historic sites, geographical features, etc.;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events;

We may also request a voluntary contribution to fund visits to the school from authors, theatre companies, artists, sports people, etc.

Where a visit is residential, we make a charge for the accommodation and food for all parents but contribute to the activities using Pupil Premium monies where a child is in receipt of these.

### **Remissions**

In order to remove financial barriers from pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which such charges will be waived.

Where families are in receipt of certain benefits and their children are eligible for free school meals, school assist with the cost of educational visits, in particular, more expensive residential visits

### **Additional Considerations**

The staff and governing body recognise their responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We will always endeavour to give as much notice as possible for school visits.
- We have a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it may be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.
  - Where our school budget permits, we partially or fully fund activities and trips to enrich the children's learning.