

Kingfield Primary School
Charging and Remissions Policy
Spring 2019



Committee Responsible:	Finance and Staffing
Status:	Statutory
Review Period	annually
Next review date:	Spring 2020

POLICY - S001

Statement of Policy

In order to deliver our aims we have a wide range of enrichment activities – workshops, special days and weeks, school visits and residential visits. We could not do this without the financial support of parents. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

Day Trips

1. Costs levied for day trips will represent the actual cost of providing the trip. No profit will be made by the school.
2. Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.
3. Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip.
4. Once a trip has been paid for, there will be no reimbursement for absentees on the day.
5. No child should be prevented from participating in an outing because of financial hardship. Any shortfall will be met by Pupil Premium (where applicable), or otherwise from the School Fund.
6. Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
7. Children will be treated equally regardless of the amount of voluntary contribution made by their parents

Residential Trips

1. Costs levied for residential trips represent the actual cost of providing the trip.
2. An initial deposit is usually requested for such residential trips with the remaining cost paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required.
3. Charges will be made for board and lodging, except for pupils who meet current free school meals eligibility criteria (who will be charged 50% of the total fee for the trip).
4. Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trips as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
5. Children will be treated equally regardless of the payment made by their parents.

Experiences offered in School

1. Each phase is responsible for providing enhanced learning experiences within school.
2. The cost of providing these experiences is to be met by a voluntary contribution sought from parents of children within the phase who will benefit. The school will subsidise where possible from either the phase budget or school fund.
3. It is not expected that there will be any profit made.
4. Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is received.
5. No child is to be prevented from participating because a voluntary contribution has not been received but parents will be encouraged to pay.
6. Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.
7. Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Music tuition

- All children study music as part of the normal school curriculum. We do not charge for this.
- 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. The individual peripatetic teachers charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

Swimming

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 and we therefore make no charge for the swimming lesson. There is however an entrance fee to The Pool in The Park, which we ask parents to contribute.

School Fund

Subsidies from various sources e.g. School Fund, Kingfield School PTA, voluntary organisations, will be considered to cover deficits. Surplus finance can be used via school fund for the benefit of the children. There is a fund to support parents who fulfil certain criteria.

Damage or Loss to School Property

Parents may be asked to pay for damage and/or loss of school property, however, we do not usually charge for accidental damage to property. We consider making a realistic charge where property has been wilfully damaged or where books or equipment belonging to the school has been misused or lost (this includes library books).