

Charging & Remissions Policy

1 Introduction

- 1.1 All education during school hours is free. 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. We may also ask for contributions towards visiting theatre companies, dance groups and educational speakers.

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/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/carers have not paid any contribution. We do not treat these children differently from any others.
- 2.2 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 provides this information on request.
- 2.3 The school appreciates that some parents/carers are on low incomes and find the requests for contributions difficult to accommodate. Because of this we make a conscious effort not to make too many requests at any one time. We also offer parents/carers the opportunity to pay in instalments if this helps.
- 2.4 The school is mindful that contributing towards the costs of trips and visitors can be challenging for some families. For this reason we have a £30 per child, per year policy. This means that the cost of all trips and visitors across a year will not exceed £30 for any child – with the exception of School Journeys. The school will endeavour to keep visits local so that no transport is needed. If transport is required, the school makes use of the free transport for school parties organised by *Transport for London* (TFL). This free transport must be arranged at least two weeks in advance and school staff must inform the office if free transportation is required.

3 Residential Visits

- 3.1 We organise two School Journeys (one for Year 5 and the other for Year 6) each year. The cost for these includes specialist leaders from the centres. If the school organises a residential visit in 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 food, accommodation and transport. Parents/carers who receive state benefits, or whose children are entitled to the Pupil Premium funding can apply for a grant towards payment. If there is a shortfall, additional funding may be taken from the school's budget or the Friends of the Gordon may be asked to contribute.

4 Music Tuition

- 4.1 All children study music as part of the school's 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/carers in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

5 Swimming

- 5.1** The school organises swimming lessons for children in Years 3 and 4. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.
- 5.2** We ask the parents for an annual contribution towards swimming as we provide double the amount of swimming tuition. If parents are unable to pay we do not prevent their child from participating in additional lessons.

6 Extended Schools Provision

- 6.1** There may be costs incurred by pupils attending after school clubs if they are run by external agencies. The agencies running these clubs will set the cost. Clubs run by staff members have no cost attached to them unless the club incurs a cost to the school or the staff member.

7 Pupil Premium

- 7.1** Pupil Premium is funding, additional to the delegated school's budget, which we receive to provide support for disadvantaged pupils by raising their attainment and closing the gap with their peers.
- 7.2** Disadvantaged pupils are classified as those who:
- are entitled to free school meals – or have been in the past six years
 - looked-after children – defined in the Children's Act 1989 as children in the care of, or provided with accommodation by a Local Authority
 - children who have ceased to be looked-after because of adoption, a special guardianship order, a child arrangements order or a residence order
 - service children – children with parents in the regular armed forces
- 7.3** Pupil Premium funding can be used at the school's discretion to provide educational or well-being experiences that promote achievement and progress. This may include the provision of additional staff and resources as well as covering the cost of trips, clubs and other activities inside or outside of school.

8 Remissions

- 8.1** Those parents in receipt of one or more of the credits below may be offered assistance in paying for school trips and extra-curricular events. The School Business Manager – office@gordon.greenwich.sch.uk can be contacted if parents would like to request assistance.
- ***Income Support***
 - ***Working Tax Credit***
 - ***Job Seekers Allowance***
 - ***Employment Support Allowance***
 - ***Pensions Credit***
 - ***Child Tax Credit***
 - ***Support under Part 6 of the Immigration Asylum Act 1999***

9 Monitoring and Review

9.1 This policy is monitored by the School Business Manager and the Headteacher who report on a termly basis to the governing body. This policy will be reviewed in three years, or earlier if deemed necessary.

Date: December 2015

Review date: December 2018

Signed _____ Headteacher

Signed _____ Chair of Governors