



## Charging and Remissions Policy 2018

### 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.

### 2 Voluntary contributions

- 2.1 When organising school trips or visits to enrich the curriculum and the educational experiences of the children, the school invites parents to contribute to the cost. All contributions are voluntary. The School or the Friends of Foxmoor subsidise these activities, and no profit is made from the contributions, however, if we do not receive sufficient voluntary contributions, we may cancel a visit. 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.

- 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; however, no further contribution is expected from other parents to cover this cost. Parents have a right to know how each trip is funded and the school provides this information on request.

- 2.3 The following is a list of some examples of additional activities, organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- ✚ visits to museums;
- ✚ sporting activities which require transport expenses;
- ✚ outdoor adventure activities;
- ✚ visits to or by a theatre company;
- ✚ school day visits to enhance the children's experiences/learning;
- ✚ musical events;
- ✚ residential visits.

### 3 Residential visits

- 3.1 If the school organises a residential visit in, 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 additional staffing required. However, we do ask for a contribution towards the travel expenses and we do make a charge to cover the costs of board and lodging. The school subsidises this visit and the staff give their additional time voluntarily. To help parents manage the cost of this activity, we offer a payment scheme that is spread over the academic year.

### 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. Peripatetic music teachers teach these individual or small-group lessons. We make a charge for these lessons, but the school offers a bursary to parents who are in receipt of state benefits, or where pupils are eligible for the Pupil Premium, please ask at the office for more information. We give parents information about additional music tuition at the start of each academic year. Parents are expected to give a term's notice if they wish to discontinue the tuition.

## **5 Swimming**

- 5.1 The school organises swimming lessons for all children from Year 1. These take place in school time and are part of the National Curriculum. Therefore, although we make no charge for this activity, we invite voluntary contributions towards the cost. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

## **6 Sports coaches**

- 6.1 Some terms the school offers additional sports coaching before or after school (outside normal school hours). Qualified coaches, who are not members of the school staff, run and organise these sessions. We make a small charge for these sessions to cover the fees of the coach.

## **7. Charitable organisations including 'Friends of Foxmoor'**

- 7.1 We make requests to local organisations to support our activities and these contributions are distributed evenly across all participants unless a specific bequest has been made for an individual pupil. All activities are subsidised by the school and not used to make a profit.

## **8. Remission of charges**

- 8.1 With the introduction of the government Pupil Premium scheme, it is sometimes possible to fund activities through this. Parents should enquire at the office about their child's entitlement and if the activity comes within the remit for such subsidy.
- 8.2 Bursaries for costs and charges of additional activities can sometimes be awarded if there are exceptional circumstances; parents should contact the office for further information.

## **9. Refunds Policy**

The School shall not be required to provide a refund in the following circumstances:

- a) if payment to any providers of service (e.g. activities, travel etc.) has been made by the School on behalf of the pupil, and to refund the cost would lead to the School incurring the booking cost of the activity for the pupil;
- b) if the activity cannot be completed due to circumstances out of the control of the School, Headteacher or Governors (e.g. extreme weather, transport breakdown etc.)

If contributions to an activity exceed the total cost, a refund will be given at the discretion of the Headteacher. Excess income not refunded will be paid into the school fund account. Excess of expenditure will be funded by the school fund.

## **10. Monitoring and review**

- 10.1 This policy has been ratified by the full Governing Body and is monitored and reviewed tri-annually; it will be amended as necessary.

Signed: E. Newman (Chair of Governors)

March 13<sup>th</sup> 2018