

Hamilton Primary School



HAMILTON
PRIMARY SCHOOL

**Charging and Remissions Policy approved by Governors:
October 2018**

Review Date : Autumn 2019

Hamilton Primary School

Charging and Remission Policy

Introduction

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 individual music tuition which is provided by and Independent Tutor.

Voluntary Contributions

When organizing 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. 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.

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 should the trip/activity not need to be cancelled. Sometimes the school pays additional costs in order to support the visit.

Parents have the right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organized 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;
- Theatre visits;
- Musical events;
- Annual 'end of year' whole school event;

Residential Visits

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, pupils whose parents are in receipt of the following support benefits will, in addition to having free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support;
- Income Based Job Seekers Allowance;

- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190;
- Guarantee element of the State Pension Credit.
- Universal Credit.
- Income related employment and support allowance.

We will inform parents of this information.

The school will also look sympathetically at families who are in financial hardship (but not receiving the above benefits) and will consider the option of spreading the payments over a longer period of time by them setting up a Standing Order. Individual situations will be taken to the Finance & Premises Committee for consideration.

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 music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual lessons. We make a charge for these lessons. We give parents information about additional music tuition at the start of the academic year.

Clothing

We ask parents to provide their children with school uniform and P.E. kit. We make no charge for specialized clothing used in school.

Absence

If a pupil is unable to make a school trip due to poor health, parents will be unable to claim remittance on the charges for transport to the trip location. Remittance of the charge for entry will be subject to the provider's terms and conditions.

Agreed : F&P meeting 9th October 2018.