



## Charging and Remissions Policy

The aim of this policy is to set out what charges will be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions be will requested from parents. It also sets out those activities for which charges will not be made.

### **Purpose:**

Many enrichment activities take place in school and some away from it, including residential visits. School trips, visits and practical activities enhance the pupil's learning and broaden their knowledge and experience and are undertaken with the voluntary contribution of parents. A charge is also made for the board and lodging of residential trips. Pupils of parents who are unable or unwilling to make a voluntary contribution will not be discriminated against. The opportunity to pay in instalments will be offered to parents who wish to pay in this way. Parents have the right to know how each trip is funded. The school will provide this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. The list is not exhaustive.

- Visits to museums
- Sporting activities which require transport expenses.
- Outdoor adventure activities.
- Residential visits.
- Visits to or from theatre companies.

### **Guidelines**

**Swimming:** Swimming lessons are organised in KS2. There is no charge for this activity but a voluntary contribution is requested towards transport costs to and from the swimming pool. Parents are informed when their child's Year group lessons will take place and written permission to take part in the activity is requested.

**Music Lessons:** All children study music as part of the normal school curriculum and we do not charge for this. Charges may be made for teaching either an individual pupil, or pupils in small groups, to play a musical instrument if the teaching is not part of the National Curriculum. The charge for music lessons by a peripatetic teacher is reviewed annually. There will be no refunds for missed lessons.

**Non-Residential Visits:** Any voluntary contribution made in respect of individual pupils will not exceed the actual cost of providing the activity. It does not include an element of subsidy for any other pupils wishing to participate, for staff or helpers who take part or for costs of alternative provision for pupils who do not wish to participate. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit but if insufficient contributions are raised to fund the visit and the school cannot meet the shortfall, the activity will be cancelled. Where possible, refunds will be made, but not where financial commitments have been made by the school with parents fully aware.

Insurance costs for every visit made during school time are covered by the school.

**Residential Visits:** An expression of interest will initially be sought in order to determine the costs involved and whether the visit will be able to go ahead. Parents of children attending residential visits will be charged for board and lodging (the cost will not exceed the actual costs). Parents

will also be asked for voluntary contributions towards travel, curriculum and extra curriculum activities whilst on the residential visit. Once an expression of interest is received, it is expected that parents will make the contribution required. Parents who can prove that they are in receipt of one of the following benefits *will be exempt from paying the cost of board and lodging* for the residential visit but a voluntary contribution will still be asked towards travel, curriculum and extra curriculum activities.

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- the guarantee element of State Pension Credit
- Universal Credit

For those families not falling within the above criteria, the school will consider personal issues of hardship and at the Headteacher's discretion, taking into account availability of school funds, financial help may be available. In the case of financial difficulty parents should contact the school office to make an appointment with the Headteacher. The following factors will be taken into account:

*Personal issues of hardship*  
*Single Parent Family*  
*No maintenance for children*

Please note that the School subsidises all staff costs as well as cover costs whilst staff are away supporting residential visits and that these costs are not part of the final cost requirements from parents.

Where insufficient voluntary contributions are raised to fund a residential visit, and the shortfall cannot be made up, then the visit will be cancelled.

### **Breakages**

In case of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Approved: F&R Committee

Reviewed and accepted: January 2019

Next review: January 2020

Headteacher signed: \_\_\_\_\_

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