



## CHARGING AND REMISSIONS POLICY

The Education Reform Act (1988) introduced new provisions on charging for school activities. The purposes of these provisions are:

- To maintain the right to a free school education.
- To ensure that activities offered as part of the Curriculum and wholly within normal school time should be available to all pupils, regardless of their parents' ability or willingness to help meet the cost.
- To give educational authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- To confirm that schools may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, either in or outside school hours.

The Governors believe that activities such as educational visits, visitors and residential trips are an extension to, and an enrichment of the curriculum. They have adopted the LA Policy of Charging for School Activities, which allows the school to ask for voluntary contributions from parents to support these activities. The policy is reviewed annually.

### 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.

### Voluntary contributions:

- When organising 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 the full 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. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request. In the case of residential trips when school has to make a commitment in advance, any deposit received from the parents will be non-refundable.
- The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
  - visits to museums;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to the theatre;
  - school trips;
  - musical events.

### Residential visits:

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we make a charge to cover the costs of any workshops, board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to speak in confidence to the School Business Manager or the Office Manager.

### 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.

**Swimming:**

- The school organises swimming lessons for children in Year 5.
- These take place in school time and are part of the National Curriculum. We make no charge for the swimming lessons.

**Lettings charges:**

The School Business Manager / Office Manager is responsible for raising invoices for lettings on a termly basis.

**Charging Price List**

The following procedures for charging have been agreed by the governing body:

**STAFF**

Personal Laminating	25p per sheet
Personal Photocopying (colour/black & white)	As per amount charged by provider
Personal Phone Call	25p per call
Staff Tuck Shop	At a minimum of 20p per item profit
Adult Meals	£3.00 or part thereof
IPad Insurance Excess if lost	£100

**CHILDREN**

Foundation Stage Fund	50p per week (optional)
KS1 Fund	50p per week (optional)
School Clubs: Charges will apply to certain clubs requiring additional equipment or outside agency provision (e.g. Art club, Gardening, T4S, Dance)	Each club will be worked out individually; to be non-profit making.
Educational Visits (September 2019- August 2020)	Contributions requested from parents.
Non-Educational Visits	Full cost passed onto parents
Y6 Leavers Prom	£8.50 contribution
Photographs of Celebration Events	Dependant on photographers charge to us
Breakfast Club	£2.00 per session (free to some vulnerable/PP families)
School Meals	£2.10 for FS1 Free for FS2 & KS1 (UIFSM) £2.50 for KS2
After School Club	£4.00 – 4:30pm collection £8.00 – 6pm collection

**Public**

Lettings (Hall/Football Field/Car Park) – Weekdays (Term Time)	£15/hour
- Holiday periods and Weekends	£30/hour
DBS Checking Fee for College Students	As per S-o-T CC Charge (Currently £50 as at September 2020)
Processing of Passport Applications	£10

**Staff & Parents**

Fee for copying of personal file	20p per copy (double sided = 2) (minimum £10 charge)
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**REVIEW & AMEND AS NECESSARY ANNUALLY – AUGUST 2025 (MOST RECENT REVISION MARCH 2024)**