



Charging and Remissions Policy

Approved by Governing Body – September 2024

To be reviewed September 2025

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

Voluntary Contributions

When organising school trips, visits or workshops which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trips. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it will include all children whether they have paid the voluntary contribution or not. We do not treat these children any differently from any others.

If a parent wishes their child to take part in a school trip or event but is unwilling 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 and the cost of trips is detailed in the letter.

The following is a list of additional activities organised by the schools, 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;
- Visit to theatre;
- Musical events.

Residential trips

If the school organises a residential trip in school time or mainly school time, a charge will be made to cover the costs of the board, lodging and travel expenses.

Parents will be remitted in full, the board and lodging element of the charges for residential visits if they meet the criteria outlined under the Remissions Policy section below.

Music Tuition

All children study music as part of normal school curriculum. We do not charge for this.

At the current time we do not charge for peripatetic music teachers.

Swimming

The school organises swimming lessons for all Year 5 children (In 2024/25, Year 6 will also have swimming lessons). 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 to take part in swimming lessons. No charge is made for swimming sessions.

Activities Outside School Hours

No charge is made for activities that are outside of school hours and are part of the curriculum.

For all other activities outside of school hours, a charge for the activity may be levied.

However, we may ask for a contribution towards materials.

Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, the school in consultation with the Chair of the Governing body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the REST Committee and form apart of a separate Lettings Policy.

Remissions Policy

If the parent/guardian of a pupil is in receipt of the following:

Parents will be remitted in full, the board and lodging element of the charges for residential visits providing they can provide proof of eligibility of the following:

Free school meals

Income Support

Income-based Employment and Support Allowance

Support under part VI of the Immigration & Asylum Act 1999

Child Tax Credit, (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Guarantee element of State Pension Credit

Working Tax Credit run-on - paid for 4 weeks after they stop qualifying for Working Tax Credit

Universal Credit - if they apply on or after 1 April 2018 their household income must be less than £7,400 a year (after tax and not including any benefit)

The school seeks advice from the Local Authority's Pupil Support and Transport Section annually for any changes in these requirements.

In these cases, the claim forms SJ2 for remission of Board and Lodgings costs will be made available for parents/carers to complete and will be submitted to the Transport and Pupil Section by the School.

Nursery

The school charges £2.00 per day for the extra 30 minutes provision provided for pupils who stay at school from 8.45p.m. – 3.15 p.m., which is more than the 30hrs per week.

Breakfast Club

The school runs a breakfast club which has two charging fees:

7.50 a.m. – 8.40 a.m. at a charge of £1.00 per day.

8.20 a.m. – 8.40 a.m. at a charge of 50p per day.

Each child is provided with a healthy breakfast.