



# **Gomersal Primary School**

## **Charging and Remissions Policy**

Policy written January 2017

This policy will be reviewed annually

## **Charging Policy**

### **Introduction**

Gomeral Primary School is an inclusive school where we provide a broad and balanced curriculum which is often complimented by out of school activities.

The school is proud of its tradition of offering pupils a programme of visits and trips 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 or group music tuition.

### **Voluntary contributions for activities as part of the Curriculum**

The school now produces an annual plan highlighting possible visitors and visits and estimated costs across each year group. When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.

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, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given. However these activities can only take place if there is sufficient voluntary funding. In the event of a trip or activity being cancelled those parents/carers who have made a contribution will be reimbursed. Parents have a right to know how each trip is funded.

Families for which the school receives pupil premium funding have their contribution met from this funding stream identified in the school budget.

### **Music Tuition**

All children study music as part of the normal school curriculum. Extra-curricular clubs such as sports clubs charge a nominal amount per week to cover costs and attendance at festivals.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid directly to the Council Music centre which provides peripatetic music teachers to teach individuals or small group lessons on the school site. We give parents information about additional music tuition at the start of each academic year.

### **Swimming**

The school organises swimming lessons for all Year 4 children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place. If children attend an extra swimming lesson after school, then parents are asked to contribute to the cost of transport and also give permission for their children to take part.

**Optional School Activities** (Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education)

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance.

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

- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre / museums;
- musical events

### **After School Activities**

The school offers a range of after school activities that are additional and extra to the curriculum entitlement. Eg. football, dance, music. Parents are sometimes asked to contribute to the running costs of these activities. Families for which the school receives pupil premium funding are not required to pay for After School Clubs.

### **Activities not run by the School or LA**

When an organisation acting independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents.

### **Residential Visits**

The school organises annual residential visits for Year 6 children. The cost of this trip includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.

The cost of this trip will be based on travel costs, entrance to sites, materials and charges for activities experienced. Parents will be given the option of a payment plan to spread the costs of the residential visit.

Families for which the school receives pupil premium funding have the full contribution met from this funding stream identified in the school budget.

Where available, sponsorship will be provided for children of families on forms of income support or in special circumstances to enable them to take part in the option of their choice. This is stated clearly on letters and is dealt with discretely and in confidence by the head teacher.

### **Charging in Kind**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

### **Breakages & Fines**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour.

### **Special Needs**

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

### **Remissions**

Where the parents of a pupil are in need of financial assistance, the Governing Body may choose to remit in full or part the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum. The Governing Body may choose to remit in full or in part the cost of other activities for parents in need of financial assistance. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chairman of Governors.

All charges for activities are now paid through the parent pay system to provide easy and secure access for parents and to ensure the school is in line with the cashless council policy.

### **Review**

**There will be an annual review of this policy by the full governing body.**