



Charging Policy & Remissions Policy

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

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 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. 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.

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
- weekly swimming lessons;
- outdoor adventure activities;
- visits to the theatre;
- residential school trips;
- musical or creative 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 do not make any charge for the education. However, we do make a charge to cover the costs of transport, board and lodging. Parents who receive state benefits are supported by the pupil premium funding.

Music tuition

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

Swimming

The school currently organises swimming lessons for all children in Y1 to 5 all year round. These take place in school time. We request a voluntary contribution towards the cost of the lessons and transport. We inform parents when these lessons are to take place, and ask parents for their written permission for their child to take part in swimming lessons.

Remissions Policy

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity.

- 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
- The guarantee element of State Pension Credit

School trip refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip. In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled due to unforeseen circumstances, it is at the Head Teacher's discretion as to whether a refund is given to parents. The Head Teacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision cost.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the Head Teacher's discretion as to what happens with the parental contributions for the trip. The Head Teacher will discuss options with the governing board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that a pupil or their parents cancel their place on a trip, it is at the Head Teacher's discretion as to whether a refund is given to parents. The Head Teacher will consult the governing board on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits. In the event that a pupil cannot attend a trip at the last minute (e.g. due to illness), it is at the Head Teacher's discretion as to whether a refund is given to parents. The Head Teacher will consult the governing board on the matter, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account. Excess expenditure will be subsidised by the school fund.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally. If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

Document Record

Version	Reason for Amendments/Update/Review	Date of Adoption by River Rede Federation	Date of next review
1.0	New policy and procedure provided by educoHR.		
2.0	Addition to policy – School trip refunds.	Otterburn Primary School	

Chair of Governors: _____