



# **Tredington Primary School**

## **Charging and Remissions Policy**

**Reviewed September 2019**

**Next review date September 2020**

**We aim to develop in our children a passion for learning; strong moral, social and cultural values; a hard working 'Can do' attitude; the ability to communicate with others clearly and a desire to explore and understand the world around them.**

**Our school mission statement is: Friends Learning Together. Explore, Create and Share.**

## **Aim**

It is our aim to promote within our school, the development of the whole child, academically, socially, physically and emotionally, in a happy atmosphere where quality education encourages all children to achieve their potential. We look for the children to feel secure in a stimulating and challenging environment, where learning is a natural process for confident individuals, who achieve success through teamwork, self-discipline and motivation.

We are committed to ensuring the best possible treatment of all members of the school community and will constantly strive to ensure that no individual is treated less favourably due to race, disability or gender. An emphasis on respect and consideration for others offers the solid preparation to equip all children for whatever life holds in store.

We are committed to achieving this through our mission statement: Friends Learning Together, which demonstrates the priority we place upon:

- Caring for the whole individual in an environment where discrimination or harassment is not tolerated.
- Where all members of the community embark upon an exciting and stimulating debut to lifelong learning.
- Success of all individuals is achieved through team work, co-operation and collaboration in a culture of no-blame.

## **Introduction**

The purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy has been based upon the LA policy and the DfE guidance and complements the school's Finance Policy.

## **Definition**

The school day is defined as 8.45am – 3.00pm.

The midday break does not form part of the school day.

## **Responsibilities**

The Head teacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

## **Policy Statement**

During the school day all the activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils, a musical instrument. (see later guidance).

Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, (for example swimming lessons, field trips, special activities, etc). In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. (If insufficient funds are available it may be necessary to curtail or cancel activities).

## **Optional Activities Outside the School Day**

We will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

## **Pupil Premium Funds**

On occasion charges will be covered for Pupil Premium children through the allocation of this budget. This will be done at the discretion of the Head teacher in response to the needs of individual pupils.

### **Education Partly During the School Day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if 50% or more of the time to be spent on the activity falls within school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day. If the bigger proportion of time spent falls outside of these hours then charges can be made. When such activities are arranged parents will be told how the charges were calculated.

### **Residential**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). A 'half day' means any period of 12 hours ending with noon or midnight on any day. Subject to the above, charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits. Other charges will be made to cover costs when the number of school sessions missed by the pupils is less than 50% of the number of half days spent on the visit. In such cases parents will be told how the charges were calculated. Voluntary contributions may be sought to cover the cost of the residential. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. (If insufficient funds are available it may be necessary to curtail or cancel activities).

### **Calculating Charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for hardship cases will come where appropriate through pupil premium funding or from the main delegated budget. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Music Tuition as an Optional Extra**

Private music tuition, as an optional extra, is available in school and is provided by peripatetic music teachers. This tuition is chargeable and parents will be invoiced direct by the music teacher. There is the option to hire a musical instrument for these lessons, from Gloucestershire Music Service. If a parent is in receipt of certain benefits, then they may be able to apply for a bursary towards the cost of this hire. Details are available from the music service.

### **Breakfast and Explorers Club**

These are chargeable activities as they are an extended optional service. A charge will be made for children who attend either of these clubs. The charges will cover the cost of running and staffing the clubs, along with provision of resources. The charges are as follows and are reviewed annually:

#### **Breakfast Club**

£3.00 for the first/only child, plus £2:00 for siblings

#### **Explorers Club**

Explorers Club will run in line with the school term. It will run daily from 3:00-4:30

£5:00 for the first and only child/ £8:00 for 2 or more children

#### **Book Bags**

A school book bag may be purchased on admission.

Replacement bags are available to purchase at cost. Please contact the school office for the current price.

### **Policy Review**

Tredington Primary School

This policy has been reviewed by the Finance & Personnel Committee and then presented to the full governing board for approval on the following meeting date:

Reviewed September 2019

Cath Pollard Head Teacher

Ratified