



# Hemingford Grey SCHOOL

## **Charging & Remissions Policy**

Date policy was last reviewed and approved:

**October 2017**

## HEMINGFORD GREY PRIMARY SCHOOL

### POLICY ON CHARGES FOR SCHOOL ACTIVITIES

#### 1 INTRODUCTION

The education provided by the school is free. However, the law allows schools to charge for some activities that are not part of the National Curriculum, and to ask parents to make voluntary contributions towards the cost of other activities. For those families in receipt of Free School Meals, residential trips, day trips, after school clubs and music tuition within school from peripatetic teachers will be subsidized by 50%. This statement sets out this school's policies on charges, and voluntary contributions. Whenever voluntary contributions are requested, certain general principles apply. These are set out in paragraph 6.

#### 2 SCHOOL RESIDENTIAL TRIPS

This policy applies to school residential trips – when children stay away from home for one night, or longer, during term time. Parents will be charged the cost of accommodation and food for their child. The charges will be the exact cost of the accommodation and food provided for the children while away. Parents will also be asked to make a voluntary contribution towards other costs incurred in taking the children on the journey, including the costs of:

- a) transport
- b) accommodation and food for the teachers or adult helpers accompanying the children
- c) organised activities or visits during the visit
- d) insurance costs
- e) the cost of any supply teachers who may have to be employed to cover a teacher accompanying the trip

The amount of the voluntary contribution will be decided by the Headteacher.

Once a parent/carer has confirmed a place for their child on a residential trip by paying a non-refundable deposit, in the event of a child not being able to attend for an un-insured reason, the trip must be paid for in full by the parent/carer as the school is unable to support such losses.

#### 3 INDIVIDUAL MUSIC TUITION

The law allows small schools to charge for individual instrumental music tuition given to children. The policy of this school is to charge for this tuition.

#### 4 SCHOOL TRIPS AND OTHER DAYTIME ACTIVITIES

Parents will be asked to make a voluntary contribution towards the costs involved in class day trips away from school, visits to school by theatre groups, and similar activities. The cost of trips will be calculated on a trip by trip basis and parents/carers will be informed in advance of each trip. Payments for trips are paid by a deadline to assess the viability of each trip and payments are encouraged to be made via the

electronic SIMS Agora payment system. If the school is not notified that a child is unable to attend a school trip at the point when the communication about the trip is sent to parents/carers, or the child commits to going on the trip and then can't attend, the trip must still be paid for in full by the parent/carer as the school is unable to support such losses.

A nominal charge is made for after-school clubs run by members of staff. This is to be paid in advance at the beginning of each term.

## **5 MATERIALS**

Paper, books, pencils and painting materials are provided for all children. Parents may be asked to supply materials voluntarily or to make a voluntary contribution towards the cost of materials for cookery [or other activities which are not part of the primary school National Curriculum.] The amount of the contribution may be decided by the class teacher, in consultation with the Headteacher.

A contribution may be requested in cases where parents have advised in advance that they would like to own the finished product.

## **6 VOLUNTARY CONTRIBUTIONS AND CHARGES: GENERAL PRINCIPLES**

Whenever the school asks parents to make a voluntary contribution towards the cost of an activity, the following principles will apply:

- a) No parent is obliged to make any contribution.
- b) Every child will be treated equally, whether his/her parents make the contribution or not.
- c) The activity may not take place unless enough parents pay voluntary contributions to make the activity financially viable. Any request for voluntary contributions will clearly state these principles.

Parents who receive income support, family credit or who are on FSM can claim exemption from some charges and voluntary contributions. The school does not know which families receive benefits, so parents must ask the Headteacher for exemption. Their request will be treated in strict confidence. Parents of children on FSM will be approached to discuss a reduction in the charge.

In other cases of genuine financial hardship, the Headteacher may waive charges, accept payment of a smaller sum, or consider a payment plan. This depends on the school having funds available to pay the charges, or make up the difference.

## **7 BREAKAGES OR LOSS**

The school may ask parents to pay the cost of repairing or replacing damaged or lost school property, if the damage has been caused by a child's deliberate misconduct. This includes broken windows, and damaged books or equipment.