

THUNDERSLEY PRIMARY SCHOOL

Charging and Remissions Policy



Person Responsible	<i>Emma Dawson</i>
Policy produced	<i>February 2011</i>
Policy agreed/last reviewed	<i>May 2015</i>
To be reviewed	<i>Spring 2017</i>
Other Policies/documents Related	<i>Teaching and Learning Policy; Pupil Premium Leaflet; Pupil Premium report</i>
Other Paperwork Attached (appendix)	

1 Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities, wherever resources permit, both as part of a broad and balanced curriculum for the pupils and as additional optional activities.

1.1 Definitions

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

2 Voluntary contributions

2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. 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. Parents have a right to know how each trip is funded, and the school provides this information on request.

2.2 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.

2.3 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, farms, activity centres;
- sporting activities and other trips which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events.

3 Residential visits

3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we make a charge to cover the costs of any board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to speak in confidence to the Headteacher.

If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

4 Music tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents in receipt of state benefits can apply for vouchers. We give parents information about additional music tuition at the start of each academic year.

5 Swimming

- 5.1 The school has a pool and all children have swimming lessons in the Summer months. These take place in school time and we ask for a voluntary contribution to cover the costs. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.

6 Outside Providers

- 6.1 The school offers clubs each term which are free and run by teaching staff. However, from time to time outside providers are used to provide additional clubs, such as dance, multisports, gymnastics etc. These additional activities will incur a cost.

7 Breakages

A charge may be imposed by the Governing Body on parents for breakages of property, damage or loss of books or equipment.

8 Remissions

When arranging a chargeable activity such as a residential trip, parents will be invited to apply in confidence for consideration of a remission of the *payment*. The remission will be based on individual cases and on an event-by-event basis.

9 Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- we have established a system for parents to pay in instalments
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

10 Monitoring and review

The Local Governing Body will monitor the impact of this policy by receiving on a yearly basis a report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support, including the use of the Pupil Premium Grant