

Charging and remissions policy

1. This section sets out:
 - the charges that school will make for activities that it organises and other costs;
 - the circumstances under which these charges may be set aside (eg in cases of hardship); and
 - the circumstances under which voluntary contributions will be requested from parents.
2. The Governing Body has discretion to charge for some activities provided wholly or mainly out of school hours provided that:
 - no charge is made for education provided during school hours; and
 - parents on low incomes and in receipt of relevant benefits are informed of the support available to them.
3. The Governing Body is committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the Department for Education (DfE)¹.
4. Participation in any optional activity is a matter of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of the optional extra.

Voluntary contributions

5. The school may ask for voluntary contributions towards the cost of activities or educational visits. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. It will also make it clear that there is no obligation for parents to make a contribution, and notify parents where assistance is available.
6. In line with the “No-one left behind” element of the Governing Body’s vision, no child will be excluded from an activity on the grounds that their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity.
7. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled. **In this case parents who have already paid will be reimbursed.**
8. If a child is unable to take part in a school activity, for which voluntary contributions have been requested, due to proven sickness or difficult circumstances, then a refund will be considered at the discretion of the Executive Headteacher or Head of School.

Residential Trips

¹ Education Act 1996; The Charges for Music Tuition (England) Regulations 2007; DfE (2014) ‘Charging for School Activities’; DfE (2015) ‘Governor’s Handbook

9. The school aims to offer Key Stage 2 children residential visits to places where they can experience a range of educational activities that cannot be offered in school.
10. The cost of the visit is calculated by the Visit Organiser (VO) (generally the teacher, who decides whether a voluntary contribution should be requested from parents.
11. The anticipated cost of any visit is divided equally among the children. The board and lodging cost is separated from the additional activities, entrance fees, insurance and transport, and charges will not exceed actual cost of providing board & lodging for that pupil. Children registered for Pupil Premium funding may be subsidised through Pupil Premium funding or the 'School Fund'.
12. The Visit Organiser informs parents by letter of any money required to cover the cost of the visit. Arrangements can be made for parents to pay in instalments to spread the cost. Where the school is able to reclaim VAT on elements of the costs of the visit, the benefit will be passed on to parents.

Non-residential trips

13. A proportion of the cost of non-residential visits will be requested as a voluntary contribution. The cost will cover travel, insurance, employment of non-teaching staff and entrance fees. Refunds for absence will be at the discretion of the Executive Headteacher or Head of School.
14. No charge will be made to any pupil for alternative provision if they do not participate in a residential or non-residential visit.

Broken windows, equipment, books

15. Wilful damage or breakages that are caused by inappropriate behaviour must be paid for by the child/parent. Loss of school books will incur a replacement cost.

Musical Instrument Tuition

16. All children study music as part of the normal school curriculum. There is no charge for this.
17. Charges are made for:
 - individual or group tuition; and
 - individual or group instrumental tuition.
18. The school will inform parents at the start of each academic year of the additional music tuition available and the charges that will apply.
19. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.
20. Some instruments may be loaned free of charge.

Artwork, Design & Technology projects, cookery, fabric work

21. No charge is made for any of these materials or ingredients. The cost is covered by Curriculum within the school budget and the completed projects are taken home.

Incidentals to the provision of education

22. School provide a whole range of basic classroom equipment for all children.

Private Individuals

23. Private individuals may be invited to lead dance, drama or sports activities. A small nominal charge will be made to all children taking part to cover some of the costs. Pupils who are eligible for Pupil Premium funding may be subsidised through Pupil Premium funding or the 'School Fund'.

Swimming Lessons for Year 5 and 6 pupils

24. No charge is made for the transport to and from the swimming pool or for tuition or rental fee for the pool. This is considered part of the curriculum and is funded from the school budget.

Transport to events

25. Where possible, parents transport children to sporting events. If unavoidable, school will book transport. A charge may be made for this. Pupils who are eligible for Pupil Premium funding may be subsidised through Pupil Premium funding or the 'School Fund'.

Remission of charges

26. Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs for residential school trips taking place within school hours.

27. The relevant support payments are:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit

- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Costs of Freedom of Information Requests

28. The school may make a charge for the provision of information, as set out in the Freedom of Information section of the Governance Conduct & School Information Policy Handbook.

Private Reports

29. Any report or data that is requested on a child for the purpose of a third-party private assessment, requested by a parent (eg. for solicitors) will be charged at a rate agreed by the Executive Headteacher or Head of School, in discussion with the Chair (or, in the absence of the Chair, the Vice-Chair) of Governors. This rate will include a cost for collating the relevant information, as well as photocopying charges and postage.