

# **Community Academies Trust**

## **Primary School Policy**

### **Charging and Remissions Policy**

This policy was drafted by Director of Education. It was presented in draft version to the full staff compliment for discussion and revision. The final version was presented to Governors for consideration, approval and adoption.

## **1 Background**

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.

## **2 Voluntary Contributions for Activities as Part of the Curriculum**

When arranging school trips, visits or workshop activities, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary, however we reserve the right to cancel the activity if we do not receive sufficient voluntary contributions.

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, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given. However, the school reserves the right to cancel trips / events should they become financially unviable.

If appropriate and funds allow, the school may pay a proportion of the costs in order to support a visit. The school is always willing to provide a breakdown of costs on request. When a trip is arranged, parents will be informed that if voluntary contributions do not cover the majority of the costs (90%), the trip will not take place.

## **3 Voluntary Contributions for Activities outside of the Curriculum**

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- Sporting activities which require transport expenses before/after school
- Outdoor adventure activities before/after school
- Visits to the theatre before/after school
- School trips abroad before/after school
- Music Events before/after school

## **4 Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs run by Wood End Primary staff, such as choir or recorder, are also without charge, although parents may wish to buy their own instruments.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid to the County Music Services which provides peripatetic music teachers to teach individuals or small group lessons on the school site.

We give parents information about additional music tuition at the start of each academic year. If payments are not received, parents will be asked to consider if they wish to continue with lessons and make up back payments.

The school cannot subsidise continual non-payment for music lessons and if contributions are not forthcoming, the school reserves the right to stop lessons. Arrears of more than half a term will lead to the ending of lessons.

Parents will be asked to sign a contract before starting music lessons, which will clearly state the arrangements for payment and the procedure that will be followed if there are areas of concern.

## **5 Swimming**

The school organises swimming lessons for one year group of children. Lessons take place in school time and are part of the National Curriculum. We ask for a voluntary contribution to cover the cost of transport to and from the pool. The cost of tuition will be paid from budget.

We inform parents when these lessons are to take place, the breakdown of costs and we ask for their written permission for their child to take part in these. Children should take part in swimming lessons, even if they attend private lessons out of school, in order to fulfill National Curriculum requirements.

Where parents are unable to pay the weekly swimming contribution, they are invited to see the Headteacher in confidence to make arrangements to pay what they can afford. (This may be a lower rate than other children).

## **6 Optional Extra Activities - Chargable**

Activities which take place wholly or mainly outside school hours and are not required in order to fulfill statutory duties relating to the National Curriculum or to Religious Education.

Charges to parents for after school activities are based on costs incurred to the school to run the club and are not profitable.

It is the Governors policy to charge for activities organised by the school but provided by outside bodies. The basis for calculating the charge will be proportionate for each participating pupil for travel, board and lodging, materials, books, equipment, entrance fees and insurance.

## **7 Activities Not Run by the School**

When organisation acting independently of the school arranges an activity to take place during school hours and parents want their children to join the activity, such organisation may charge parents.

## **8 Residential Visits**

The cost of residential visits includes boards and lodgings, transport, materials, entrance to any sites visited and charges for any activities to be experienced. These costs will be charged for to ensure costs are covered.

Costs incurred for any additional staff needed as a result of required pupil/adult ratio requirements will be added to the total cost.

Arrangements maybe made for children of families on forms of income support or in special circumstances to enable them to take part in these visits. This is stated clearly on letters and is dealt with discretely and in confidence by the Headteacher. Parents will be given the option of a payment plan to spread the costs of the residential visit, a reduced payment or completely free visit at the discretion of the Headteacher and subject to available funds.

## **9 Charging in Kind**

The cost of ingredients, materials, equipment etc needed for practical subjects such as food technology or DT is budgeted for and borne by the school.

However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries.

## **10 Breakages and Fines**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- Broken windows
- Defaced, damaged or lost items
- Replacement reading or homework diaries
- Any item damaged as a result of unsatisfactory pupil behaviour

## **11 Special Needs**

The Governing Body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a disadvantage. When special provision is necessary to support a child with special needs, resources will be made available from Statement or special needs budget.

## **12 Payment Arrangements**

Parents may contact the Headteacher or Administrator in confidence to discuss difficulties in making payments. Individual arrangement will be made, including payments spread over a longer period of time, to ensure that no child is personalised due to financial hardship.

## **13 Review**

The Resources committee will review the effectiveness of these charges at least annually. This policy will be revised every two years or sooner if required.

