



title:	Charging & Remissions Policy		
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owner:	Rosanna Browning		
nominated governor:	Emma Barr		
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Head teacher (signature if required):		Date:	
Chair of governing body (signature if required):		Date:	

Introduction

The purpose of this policy is to ensure that, during the school day, all pupils have access to a broad and balanced curriculum. We do not charge for any routine activity undertaken as part of the National Curriculum plus religious education.

The school day runs from 8.50am – 12.00 and 13.00 – 15.05 (Infants)/15.10 (Juniors).

Definitions

Charge: a fee payable for specifically defined activities

Remissions: the cancellation of a charge which would normally be payable

Voluntary Contributions

When organising school trips or visits that enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip or visit, where costs are incurred. These charges will be based on the actual costs incurred, divided by the number of pupils participating. There will be no levy on those who can pay to support those who cannot.

All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may have to cancel a trip or visit. If a trip goes ahead, it may include children whose parents have not paid any contribution and we do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or visit, but is unwilling or unable to make a voluntary contribution, the child can participate fully in the trip or activity.

The following is an example of the additional trips and events organised by the school where voluntary contributions from parents are requested. This list is not exhaustive:

- Visits to museums and theatres
- Sporting activities which incur transport expenses
- Outdoor adventure activities
- Travel to school trips for history, geography, science or environmental education
- Musical events
- Swimming lesson costs

When planning trips and activities which incur costs, the school will always apply best value principles to minimise the expense.

Residential trips

When the school organises a residential trip in school time (or mainly school time), which is to provide education directly related to the National Curriculum, a charge will be made to parents for the whole trip. Parents who are in receipt of state benefits or who have financial hardship should contact the Head Teacher, Deputy Head Teacher or School Business Manager to discuss their individual circumstances.

Music Tuition

All children study music as part of the National Curriculum and there is no charge for these lessons. Where a parent would like their child to receive additional music tuition, e.g. to receive individual or group tuition from a peripatetic music teacher to learn a musical instrument (e.g. guitar, clarinet, piano) or receive singing lessons, there is a charge for these lessons.

Parents are notified about the availability of additional music tuition during the summer term for the next academic year.

Swimming

All children in junior classes (Years 3-6) participate in swimming lessons. These take place during the school day and are part of the National Curriculum. Many of the children achieve the requirements of the national curriculum within the first year of swimming at school. However, in order for children to make further progress and master new techniques we continue to provide lessons until the children leave Primary School. A voluntary contribution is requested towards the costs for providing these lessons. Parents are informed when these lessons are taking place.

You can find the DfE requirements for swimming using the link below:

<https://www.gov.uk/government/publications/national-curriculum-in-england-physical-education-programmes-of-study/national-curriculum-in-england-physical-education-programmes-of-study>

After-School Clubs

A timetable of after-school clubs is published at the start of each term. These clubs are mainly run by external organisations on the school premises and there is charge for the children participating. Payment must be made in full when booking the club.

Early Bird and Fun Club

The school operates a before and after school club Monday to Friday for those parents requiring childcare for pupils attending the school. Early Bird runs from 8.00am – 8.45am and Fun Club from 3.05pm – 6.00pm (Mon-Thurs) & 3.05pm - 5.15pm (Fri). These clubs are self-financing.

Parents must pay their balance in full for bookings made at the end of terms 2, 4 and 6. All balances must be paid in full before bookings can be made for the next term.

Methods of payment

The school offers a number of methods for parents to make payments, these are:

1. ParentMail (using a debit/credit cards)
2. By cheque (payable to Preshute Primary School or as otherwise instructed)
3. By cash (a receipt must be obtained for all cash payments. The school cannot be liable for missing cash payments where no receipt can be produced)
4. Childcare vouchers for Early Bird, Fun Club and after-school clubs

Remissions

The Head Teacher may from time to time decide to remit all or part of the cost of activities involving particular pupils. This is at the Head Teacher's discretion. Remissions may be due to parents being in receipt of state benefits (see qualifying criteria below) or there may be cases of family hardship.

The criteria for qualification for remission are:

- Income support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State pension

When arranging a chargeable activity, parents who request a full or partial remission of charges should contact the Head Teacher, Deputy Head Teacher or School Business Manager. The request will be dealt with in full confidence. Authorisation of full or part remission will be made by the Head Teacher. Parents have the right of appeal to the Governing Body.

Class trips and activities

To improve communication and awareness with parents, wherever possible, we will communicate the planned trips and activities for each academic year in September. A letter will be issued to parents detailing all the trips planned for that year together with their cost. Parents are able to pay in instalments.

General

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Freedom of Information Act

Where a request is made for information held by the school under the Freedom of Information Act, the school will charge an hourly rate that reflects the actual cost of compiling the information and photocopying costs. The school will inform the person requesting the information what the likely cost will be before preparing the information.

Policy Review

This policy will be reviewed by the Head Teacher, annually.