

General Policy Document

Document Name: Charging & Remissions Policy

First Written Date: January 2006

Review Date: March 2021

Reviewed By: All Staff

Ratified By Full Governors Date: March 2021

Next Review Date: March 2022

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1 Introduction

1.1 The school aims to offer a rich, broad and exciting curriculum and in order to offer a range of curriculum enrichment activities it may occasionally be necessary to ask parents to contribute to the costs. If a parent is unable to make a contribution they must make contact with the lead teacher who will review each request on an individual basis. This policy sets out when such charges may be made.

2 Voluntary contributions

2.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip.

2.2 If a parent wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity although this should be done in communication with the Headteacher.

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

- visits to places of interest
- visits to the theatre or theatre visits in school
- residential visits
- musical events
- curriculum enrichment activities in school
- transport if applicable

3 Music tuition

3.1 The school makes a charge for individual or group music tuition. The peripatetic music teachers teach individual or small group lessons. The school is charged for these lessons and we make a charge to recover the costs. The charges are reviewed annually and are broadly in line with other local schools. We give parents information about additional music tuition at the start of each academic year.

4 Swimming

- 4.1** The school organises an initial course of swimming lessons for children who do not meet the statutory requirement. We make no charge for this activity.

5 Sporting Activities

- 5.1** The school offers sports coaching after school. If this is run by a qualified coach, who is not a member of the school staff, a charge will be made to cover the cost of the coach. These activities are covered by the Lettings Policy.

6 Extra Clubs

- 6.1** The school runs a number of in-house clubs to enhance the curriculum. No charge is made for these; however a small charge may be made to contribute towards the cost of consumables.

7 Educational Consumables

- 7.1** All pupils are provided with a school water bottle and charge is made for replacement bottles and caps.
- 7.2** All KS2 pupils are expected to have minimum stationery requirements (including a whiteboard pen – replacements can be purchased in school at cost) details of which are given in advance of each new academic year. These are routinely ordered by school through approved suppliers and the cost is passed on to pupils requesting these items. Safe cash handling procedures apply (see 8)

8 Receipt of Monies

- 8.1** Trip accounts are calculated to ensure charges accurately reflect the overheads incurred by a trip. A per capita calculation is made with the intention that only the minimum charge is requested, with no foreseeable over recovery of monies. Trip overheads typically include transport, activity centre charges, additional staffing and sundry items required for travel. VAT is not included in educational visits accounts and is not charged out to parents.
- 8.2** Our school encourages on-line payments. The class teacher will tick off monies received on their class list and the payment method and the date received will be recorded by the School Administrator.

9 Charges for lettings

(See Lettings Policy for Commercial and Community Use Lettings)

Some lettings may be made at a nil charge if:

The activities are judged to be of value to the pupils or stakeholders and are offered by a not for profit organisation.

The activity is considered of value to the pupils or other stakeholders and is only viable for the hire if it is run at no charge (e.g. when only a small number of pupils register for an activity) The activity is considered of value to the pupils and the hirer incurs overheads, in order to provide the activity or service at no charge (e.g. a commercial provider wishing to establish themselves and are prepared to absorb coaching cost etc...)

Nil rated and discounted lettings are at the discretion of the Governing Body and take into account the public benefit offered by the letting activity as well as the overheads incurred by the school through use of the school premises.

10 Monitoring and review

This policy will be reviewed by the governing body every two years, or earlier if considered necessary