

Hutton All Saints' C. of E. Primary School



Commitment to Excellence within a Caring, Christian Environment.

Charging and Remissions Policy

Date of Policy:	September 2000
Member(s) of staff Responsible:	Miss J.Miller
Reviewed Date:	Autumn 2015
Review Date:	Autumn 2018

CHARGING POLICY

Introduction

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 swimming, where a voluntary contribution is requested.

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. All contributions are voluntary. **If we do not receive sufficient voluntary contributions, it may be necessary to curtail or cancel activities.**

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.

From time to time we may invite a non-school based organisation such as: sports coaches, a visiting drama group/storyteller topic based companies to arrange an activity during the school day. Such organisations may wish to charge therefore the school may ask for 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, 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.

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;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events
- DT materials etc.
- Topic days

Residential Trips

If the school organises a residential trip in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of the board, lodging and travel and other expenses. If parents are experiencing financial difficulties they are invited to write in confidence to the Headteacher (also please see the section on Remissions Policy)

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. They make a charge for these lessons.

Swimming

The school organises swimming lessons for all children in Years 2 and 3. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution towards the cost of this activity as funding received does not fully cover this. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

Activities Outside School Hours

No charge is made for activities that are outside of school hours and are part of the curriculum. However, we may ask for a contribution towards materials.

For all other activities outside of school hours, a charge up to the cost of the activity will be levied.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children we will make a charge. Each incident will be dealt with on its own merit and at the Headteacher's discretion.

Other charges

The Headteacher, Finance committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

Remissions Policy

If the pupil is in receipt of Free School Meals charges in respect of board and lodging will be remitted in full.