



## Charging and Remissions Policy 2024-2025

### 1 Introduction

1.1 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 additional individual or group music tuition.

### 2 Voluntary contributions

2.1 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. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. 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.

2.2 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. Parents have a right to know how each trip is funded and a breakdown showing group total contributions should be made available on request e.g. PTA total contribution, Parental total contribution and Governors total contribution.

2.3 The following is a list of additional activities organized through the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums;
- Outdoor adventure activities;
- Visits to the theatre;
- School trips;
- Musical events.

### 3 Residential visits

3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, wherever possible, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging.

### 4 Music Lessons

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

### 5 Swimming

5.1 The school organises swimming lessons for all children, although the school is only partially funded for this activity. The lessons take place in school time and are part of the National Curriculum. As all children take part in this activity a charge may occur in order to cover extra costs. We inform parents when these lessons are to take place and of any contribution cost and we ask parents for their written permission for their child to take part in swimming lessons.

### 6 Transport

6.1 We normally ask for a contribution per child if they are transported on a bus to an activity. However, we use these charges only to cover the expenses of the trip, and not to make a profit.

### 7 Assisted Places

7.1 In order to provide true equality of opportunity and learning for all children, regardless of their financial background, Governors have agreed the following criteria and procedures (sections 7.2 to 7.4) for families needing financial help with residential trips.

#### 7.2 Residential Trips

7.2.1 Pupil Premium funding will be used to cover the full cost of residential trips for any child in receipt of Free School Meals.

7.2.2 An additional 10% reduction will be funded from the Governors' Fund for any additional sibling participating.

7.2.3 Any other parent wishing for an application for assistance to be considered should apply, in writing to the Headteacher. The Headteacher, shall forward the application to a specially convened Governor Finance Sub-Committee meeting, where the application will be discussed and a decision made. This decision will then be reported to the Full Governing Body at the next Full Governors' Meeting.

#### 7.3 Music Tuition

7.3.1 Pupil premium funding will be used to cover the full cost of music tuition for any child in receipt of Free School Meals.

7.3.2 An additional 10% reduction will be funded from the Governor's Fund for any additional sibling participating.

7.3.3 Any other parent wishing for an application for assistance to be considered should apply, in writing to the Headteacher. The Headteacher, shall forward the application to a specially convened Governor Finance Sub-Committee meeting, where the application will be discussed and a decision made. This decision will then be reported to the Full Governing Body at the next Full Governors' Meeting.

#### 7.4 Swimming

7.4.1 Any parent wishing for an application for assistance to be considered should apply, in writing to the Headteacher. The Headteacher shall forward the application for discussion to a specially convened Governor Finance Sub-Committee meeting, where the application will be discussed and a decision made. This decision will then be reported to the Full Governing Body at the next Full Governors' Meeting.

### 8 Charging and Letting of School Premises

8.1 Annually, in the spring term meeting, the Premises and Finance Sub-Committees will review the Charging Policy for letting School Premises. The rate charged will be agreed by the head teacher at the time of request.

8.2 There will be an agreed License for the letting, a copy of which shall be given to the person or organisation hiring the school and a copy of which will be retained in the school. The person or organisation hiring the school shall agree to the terms and conditions stipulated in the Licence.

### 9 Non Payment of fees and related sanctions

9.1 All contributions must be paid by the end of the term in which the related event occurs.

9.2 If contributions are still outstanding at the end of the term in which the event occurred, the Headteacher shall refer the matter to a specially convened Governor Finance Sub-Committee meeting.

9.3 The matter will then be reported to the Full Governing Body at the next Full Governor's Meeting, where the Governors will decide upon such action as is deemed appropriate, up to and including legal action.

**Signed:**

**Date: September 2024**