CHARGING & REMISSIONS POLICY

1. Introduction

1.1 This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

1.2 This policy covers charges made by the School to Parents/Carers for pupils' school activities in accordance with the 1996 Education Act. There is a separate Lettings Policy to cover the charges made by the school to hirers for letting the school premises.

1.3 All education during school hours is free, with the exception of individual or group music tuition. We do not charge for any teaching undertaken as part of the National Curriculum.

1.4 In order to maintain this breadth of extra-curricular activity, the school has had to depend upon a voluntary contribution for school visits offsite and visitors to the school who work with classes, such as theatre groups.

2. Voluntary contributions

2.1. When organising school trips or visits that enrich the curriculum and educational experience of the children, School asks parents to contribute to the cost of the activity. All contributions are voluntary, however, if we do not receive sufficient voluntary contributions, we may have to cancel an activity. If the activity 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/carer wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we still allow the child to participate fully in the trip or activity. Sometimes the school pays the additional costs to support the visit. Parents/carers have a right to know how each trip is funded and the school will provide this information on request. All such activities are charged on a per pupil basis. Costings do not contribute to any "shortfall" of the visit.

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

2.3.1. Visits to educational sites beyond the school boundary, including residential trips.

2.3.2. Visitors to the school related to educational activities.

2.3.3. Sporting or other educational activities outside the school day which require transport expenses.

2.3.4. Musical activities

2.4 Families experiencing financial hardship, including those eligible for Free School Meals through qualifying benefits (targeted Free School Meals), may request support under the school's remissions arrangements. Each request will be considered on an individual basis and treated sensitively and confidentially.

2.5 In the event of a child being unable to attend the activity and the parent requesting a refund of charges, the refund will be calculated on the basis of the school being able to claim funds back from the venue. Pre-booked tickets (theatre etc) which have been paid for in advance are not subject to refunds and therefore will need to be paid for even in the event of the child not attending, however as a gesture of goodwill coach costs will be returned to the child's Parentpay Account.

3. Music tuition

3.1. All children study music in class, as part of the normal curriculum. We do not charge for this.

3.2 Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

Once parents/carers elect to use this service they are able to pay the whole year's cost in up to two instalments, with the full balance due by January. Should any parent request to cancel lessons part way through an academic year, no refund will be made.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

4. Swimming

4.1.1. School has organised on site swimming lessons for all children in Y3, one lesson per day for approximately 4 weeks of the academic year at no charge. Children in Year 6 who have not yet met the expected swimming standard may be offered additional swimming lessons at no charge to parents.

5. Residential visits

5.1. When the school organises a residential visit in school time or mainly school time, we can charge the full costs for board and lodging but the charge must not exceed the actual cost. School always gives details of a payment plan, which gives parents the option to split payments, with the final balance due before the trip takes place.

5.2. These payments will include the costs of activities, transport and other costs directly associated with the visit.

5.3. If we do not receive sufficient voluntary contributions, and the costs cannot be met from the school budget, we may cancel the visit.

5.4. We take all reasonable steps to ensure that no pupil is prevented from attending a residential visit for financial reasons.

5.5. School does not make a profit from any school trip.

5.6 Where charges or voluntary contributions are requested, the school may remit all or part of the cost for families experiencing financial hardship, including those eligible for Free School Meals through qualifying benefits (targeted Free School Meals). Requests for remission will be considered on an individual basis and treated sensitively and confidentially.

6. Consumable Goods

Optional items such as book bags, replacement of lost diaries/ties/badges are charged for at a rate decided upon cost per item.

7. Parent Pay

The school will refund the balance to any pupil that leaves school.

8. Childcare Tax Vouchers

Childcare tax vouchers can only be used on payments over minimum £30 for any Monkeys invoices. All other payments need to be made via the Parentpay system.

9. Late collection from school

Any child who is collected more than 10 minutes late from school will be supervised by Teatime Club staff. Charges in line with the published price list may be charged where this occurs on multiple occasions and without exceptional circumstances.

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By: Finance & Personnel Committee

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