



‘Old Heath is a safe place for your child
to learn, achieve and enjoy success.’

CHARGING & REMISSIONS POLICY

MARCH 2017

‘TRY OUR BEST, THINK OF OTHERS,
TELL THE TRUTH & SHOW RESPECT’

Charging & Remissions Policy

This policy fulfils the requirements of the 1998 Education reform act which requires school governors to state a policy on charging for school related activities. The Finance Committee on behalf of the Governing Body of Old Heath Community Primary School do not wish any child or family to be excluded from any event on financial grounds. Remission arrangements will be made for families with more than two children attending any one trip or event and for families in receipt of income support or on a low income. These arrangements will be made in confidence by negotiation with the Headteacher.

1 Introduction

- 1.1 All the education we provide during normal school hours is at no charge to pupils, with the exception of; educational visits or visitors, breakfast club (see separate policy), some individual or small-group music tuition or swimming arrangements.

2 Voluntary contributions

- 2.1 When organising school trips or visits to enrich the curriculum and the 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, 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 the school provides this information on request.

3 Residential visits

- 3.1 These visits take place during weekends or school weeks in term time and are offered as an extra to the curriculum and will be funded by contributions from parents. The school is permitted to charge for the cost of board and lodging, transport and activities as applicable during residential school trips. This cost must not exceed the actual cost of the provision. Children whose parents have concerns about the payment or who are in receipt of Pupil Premium are entitled to request remission from the Headteacher of full or part of these charges. A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education. When a residential visit is planned a letter or email will be sent to parents offering the visit to all eligible pupils and detailing the amount based on the cost based on the visit per pupil. If there is insufficient uptake for the residential it will be cancelled and any contributions already made returned to parents (subject to non-refundable deposit arrangements).

4 Music tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents in receipt of state benefits make a reduced contribution (only ECC tutors). We give parents information about additional music tuition at the start of each academic year.

5 Swimming

- 5.1 The school organises swimming lessons for children in Year Four. These take place in school time and are part of the National Curriculum. We do ask for a voluntary contribution from parents to cover some of the costs of swimming arrangements. The school also part subsidises the cost of this

activity. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part. There is an expectation that all children will take part with or without the voluntary contribution aspect being paid as we consider the ability to swim a vital skill.

6 Sports Coaching

6.1 On certain occasions the school offers additional sports coaching after school. A qualified coach, who is not a member of the school staff, runs and organises these sessions. We may make a small charge for these sessions.

7 Extra Curricular Activities

7.1 All clubs delivered by school staff are done so for free. There may be a small charge for such activities as cooking, art etc where a made item can be taken home.

Where sport teams who as part of an after school club are taken to an after school match or day long tournament etc the school will endeavour to organise transport free of charge.

8 Monitoring and review

8.1 This policy is monitored by the Finance Committee, and will be reviewed every 3 years or earlier if necessary.

Signed: **Mr Dominic Collins** ~ Chair of Finance & Premises Committee

Date: Finance & Premises Committee on ~ **28th March 2017**