

This policy is to be reviewed every 2 years.

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Reviewed by Finance Committee \_\_\_13 February 2017\_\_\_\_\_

Date of next review \_\_\_February 2019\_\_\_\_\_

Signed \_\_\_\_\_

Heron Hill Primary School

## **Charging and Remissions Policy**

### **1 Introduction**

- 1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

### **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 and carers 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 or carers 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 and carers have a right to know how each trip is funded, and the school provides this information on request. The school is able to offer some assistance with payment for parents who are in receipt of income support/benefits. Parents should contact the school office for details. All enquiries should be treated confidentially.
- 2.3 The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents and carers. 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 or by a theatre company;
  - musical events.

### **3 Residential visits**

- 3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education component. However, we do suggest a charge and ask for a voluntary contribution to cover the costs of travel, board and lodging, although parents and carers who receive state benefits can apply, in confidence, to school for grant aid or subsidies. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

#### **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 or small-group 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 and carers in receipt of state benefits can apply, in confidence, to school for grant aid or subsidies. We give parents and carers information about additional music tuition during the summer term.

#### **5 Swimming**

- 5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

#### **6 After school activities**

- 6.1 The school offers a programme of additional activities after school. These may be run by members of staff or other suitably experienced and/or qualified people. We may make a small charge for these sessions.