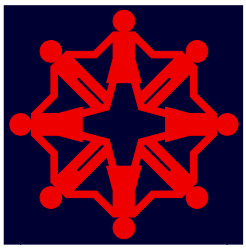
All Saints' C of E Primary School



Charging and Remissions Policy

Reviewed: September 2018
Next review: September 2019

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.

Aim
The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities
The Governing Body of the school are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Publication of information
A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges:

1. 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 and lodging. If parents are experiencing financial difficulties they are invited to write in confidence to the Headteacher.

2. Music tuition
All children study music as part of the normal school curriculum. We do not charge for this. If however the school introduced individual tuition in the playing of a musical instrument then a charge would be levied.

3. Activities Outside School Hours
No charge is made for activities that are outside of school hours (optional extras) and are part of the curriculum. However, we may ask for a contribution towards the costs for the following:
- Travel
- Materials and equipment
- Entrance fees
- Insurance costs

4. Damage/Loss to property
In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may

decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

5. Extra Curricular and School Clubs
Clubs and activities provided by third parties will be chargeable.

6. Lettings
The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Planning & Resources Committee and form part of our separate Lettings policy.

7. Other charges
The Headteacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

Remissions
The Headteacher, Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances. If the parent/guardian of a pupil is in receipt of free school meals, charges in respect of board and lodging will be remitted in full.

To qualify for free school meals the parent/carers must be in receipt of one of the benefits below:

Income Support
Income Based Job Seekers Allowance (NOT Contribution Based JSA)
Child Tax Credit (but NOT getting Working Tax Credit) and combined annual, income as assessed by HMRC, is not above £16,190 (as at 6 April 2012)
Guarantee Element of Pension Credit
National Asylum Seekers Support (NASS)

Voluntary contributions
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 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.

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. The school provides this information on request.

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

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.
- Swimming - 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 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.

Signed: _____ Date:_____
Chair of Governor