



## Red Hall Primary School

### Charging and Remissions Policy

Document History	
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## **1. Introduction**

- 1.1 This policy relates to the DfES circular 2.89, which is concerned with charging for school activities. The principle underlying this circular is that education provided by any school for its registered pupils should be free if it takes place wholly or mainly during hours.

We do however recognise that there are a number of activities which make a valuable contribution to a child's education both academically and socially. These include trips associated with topic work, visits from theatre groups, residential trips, etc. We therefore will reserve the right to charge for some activities and to ask for voluntary financial contributions from parents for others. Any activity which takes place wholly or mainly in school hours, excluding residential visits or individual tuition for music, will not be charged for.

## **2. Voluntary contributions**

- 2.1 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, however 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. The school provides this information on request.
- 2.3 The following is a list of additional activities organized by the school, which require voluntary contributions from parents. 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 the theatre;
  - visiting theatre companies;
  - musical events etc.

## **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, we attempt to subsidise costs as much as possible. However, we do make a charge to help cover the costs of travel, board and lodging. Parents are given as much notice as possible and encouraged to spread the costs over several weeks through a savings club, organised by the school.

## **4. Music tuition**

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this, even when delivered by a music specialist.
- 4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

In order to encourage and support music development the school organises its own specialist music provision. Costs are kept to a minimum with the school purchasing instruments such as electronic keyboards and guitars and all resources, loaning them free of charge and subsidizing the costs of tuition. The uptake for tuition must be enough to make it financially sustainable i.e. enough for at least one full session by a music specialist. The service may be withdrawn if interest is insufficient.

## **5. Swimming**

- 5.1 The school organises swimming lessons for all children in Key Stage 2 through a service level agreement. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

## **6. Sport**

- 6.1 The school offers additional sporting activities such as football, netball and rugby coaching after school. If school staff run and organise these sessions, we make no charge.
- 6.2 On occasion we may employ the services of a private company or professional coaches to deliver extra-curricular activities. We may make a small charge for these sessions to help cover costs.

## **7. Transport**

- 7.1 We normally charge children if they are transported by coach or bus to an extra-curricular activity. However, charges are normally subsidised and used only to help cover the expenses of the trip, and never to make a profit.

## **8. Lettings**

- 8.1 The school charges for hire of the premises to cover energy use, wear and tear and any additional staffing costs incurred. In all cases hire is subject to the conditions stipulated on the Hire of Premises Permit.

## **9. Extended Schooling**

- 9.1 The school provides a Breakfast Club facility. At present this is delivered free to children. School employees and volunteers staff the service with all resources provided or made available by the school free of charge.
- 9.2 The school may, in the future, introduce After School Care or Wrap Around Care. Charges will need to ensure that staffing costs are covered in order to be financially viable.

## **10. Vandalism**

- 10.1 A child's parents may be asked to pay a contribution towards the repair or replacement costs incurred due to deliberate damage or vandalism.

## **11. Home Reading Books**

- 11.1 When Home Reading Books are lost or defaced a child's parents may be asked to pay a contribution towards the replacement of the book, up to a cost of £5.00.

## **12. Tuck Shop**

- 12.1 The school provides a Tuck Shop facility for key stage 2 children during first break. Again costs are kept to a minimum (30p for each item). School employees and year 6 children staff the service with all resources provided or made available by the school free of charge. Charges merely cover the costs of consumables.

## **13. School Meals**

- 13.1 Parents/carers whose child takes a school lunch must pay the relevant cost of the school meal. This is currently £2.64. Pupils may be eligible for free school meals. Application forms are available from the school office.