



CHARGING & REMISSIONS POLICY

1. Introduction

- 1.1 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
- 1.2 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.
- 1.3 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, the 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 in order 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 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 activities outside the school day which require transport expenses
 - 2.3.4. Musical activities
 - 2.3.7 Parents/carers in receipt of the following benefits may be exempt from paying the costs of any board and lodging for residential trips:
 - Income Support
 - Income Based Job Seeker's Allowance
 - Child Tax Credit
 - Support under Part VI of the Immigration & Asylum Act 1999
 - Employment & Support Allowance



- Guaranteed Element of State Pension Credit

- 2.4. On occasion when the indicative costs of an activity appear unusually high, we will consult with a parent/carer cohort. This will enable us to ascertain whether they wish the activity to go ahead. If there is a majority of parent/carer support for the activity, then it will take place.
- 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. The School chooses to buy on behalf of parents/carers, an additional package of support from peripatetic music teachers, currently employed by the LEA, who can support individual, group and class musical activity. We have chosen to use this support to offer a range of musical instrumental tuition, either individually or in small groups.
- 3.3. We do request a charge for individual or group instrumental tuition, as this is not part of the National Curriculum. We collect this as an annual payment based on the number of lessons offered to the pupils. Once parents/carers elect to use this service, the whole year's cost is payable in full.
- 3.4. We give parents information about the arrangements for additional music tuition when their children start to learn to play an instrument for the first time. This may be at different ages and stages depending on the appropriate starting point for learning an instrument.
- 3.5. The School's policy is not to make a profit from these parental contributions.

4. Swimming

- 4.1. The school currently organises swimming lessons for all children in Y3, according to their ability to swim. There is a legal requirement for schools to provide pupils with the opportunity to learn to swim and the school funds 2 terms of lessons and asks parents/carers for a voluntary contribution for an additional 1 term of lessons.

5. Residential visits

- 5.1. When the school organises a residential visit in school time or mainly school time, we ask parents for a voluntary contribution towards the full costs for board and lodging. When a residential visit is organised mainly outside of school time parents are asked to pay the full costs for board and lodging. The School always gives details of a payment plan, which gives parents the option to make stage payments, with the final balance due before the trip takes place.
- 5.2. These payments will include the costs of the activities involved, voluntary contributions for cover for staff back in school and traveling expenses.
- 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. The School does not make a profit from any school trip.

6. Consumable Goods

6.1 Items such as book bags, pump bags, replacement of lost diaries/ties/badges are charged for at a rate decided upon cost per item

7. Parent Pay

7.1. **7.1** The school will not process a refund to any pupil that leaves with a sum of £7.50 or less in credit through Parent Pay. The sum of £7.50 will be treated as below the threshold for a refund.

8. Childcare Tax Vouchers

8.1. 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.

Policy adopted: March 2017

by: Finance & Personnel Committee

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