



# Sheepscombe Primary School



## Policy on charging and remissions

This policy was adopted at a meeting of:	Strategic Operations Committee then ratified at the FGB
Held on:	28/06/2018
Date to be reviewed	June 2021
Signed on behalf of the Governors:	<i>T Murphy</i>
Name of signatory:	Tara Murphy
Signed by Head teacher	<i>V Barron</i>
Name of Head Teacher	Mrs Vicky Barron



## Policy on Charging and remissions

### 1. Introduction

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 and swimming where a voluntary contribution is requested.

### 2. Voluntary contributions

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 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. We do not treat these children differently from any others. 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 following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums, zoos, castles etc.;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school residential trips;
- musical events;
- visits to the science/literature festivals.

### 3. Classroom Materials

No charge will be made for materials or equipment. However, for certain practical activities (e.g. DT, Cookery) parents may be invited to provide materials/ingredients or to make a financial contribution. This will be on a voluntary basis.

Where parents would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials/ingredients.

### 4. Residential visits

If the school organises a residential visit in school time, or mainly in school time we do suggest a charge to cover the costs of transport, board and lodging. The school would seek to obtain charity funding for those children whose parents and carers are on low income and may not be able to afford to cover these costs. Children in receipt of Pupil Premium funding may have their trip paid or partially paid using this funding. If we cannot raise sufficient funding through these voluntary contributions, the residential visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.



**5. Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

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 which is paid directly to the teachers. We give parents and carers information about additional music tuition at the start of each academic year.

**6. Swimming**

The school organises swimming lessons for children in the school. These take place in school time and are part of the National Curriculum. 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 and make a charge for the transport and towards additional teachers.

**7. Sports Activities**

The school, at times, offers additional sports activities after school. A qualified coach/teacher, who is not a member of the school staff, would run and organise these sessions. Fees for these activities would be paid directly to the organisers. We currently run one sporting after school club which is not charged for.

**8. Other charges**

The Head teacher, Finance committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying, telephone calls.

**9. Monitoring and review**

This policy is monitored by the governing body, and will be reviewed every two years or earlier if necessary.