



## **Charging and Remissions Policy**

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**Approved by:** Governing Body

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This policy was written using the advice from the 2018 DfE document, 'Charging for school activities'.

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. This advice has been written to complement the information given in section 7.5 of the Governors Handbook. This advice accurately reflects the terms of the Education Act 1996.

### Introduction

All education during school hours is free. However, to enrich the curriculum, other activities, sometimes off-site, and in addition to the normal curriculum, are offered during the school day. Voluntary contributions may be requested so that these can take place. Activities arranged outside of the school day may be charged for.

### Voluntary contributions

When organising school visits, which enrich the curriculum and educational experience of the children, the school invites Parents/Carers 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 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 do allow the child to participate fully in the trip or activity. Use is made of Pupil Premium funding to enable equal access and inclusion for all children. For the purpose of confidentiality, names will not be disclosed and these funds will be subject to audit. Sometimes the school pays additional costs in order to support the visit.

The following is a list of additional activities organised by the school, which would require voluntary contributions from Parents/Carers. These activities are known as 'optional extras'. This list is not exhaustive:

- Educational visits which enhance the curriculum and which require transport expenses;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- Artist in Residence
- Musical or theatrical events.

### Residential visits

If the school organises a residential visit in school time or mainly school time, whilst we ask for voluntary contributions towards the cost of the daytime activities, the cost of the board and lodging will be charged to the parent/carer. The school is unable to fund the cost of board and lodging for residential visits. All visits are regularly evaluated in order to offer the best value for money to our Parents/Carers and children. Parents/Carers who receive Pupil Premium are exempt from payment for the daytime activities unless they wish to make a voluntary contribution to the cost of these. For a child to be able to attend the full residential, payment of board and lodging may be required but will be discussed for each individual case.

### Music tuition

All children study music as part of the normal school curriculum. The school does not make any charge for this. 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. The peripatetic teachers charge Parents/Carers directly for these lessons. Information about music tuition is communicated to Parents/Carers.

### Swimming

The school organises swimming lessons for children in Key Stage 2 until they reach the correct National Curriculum level. These take place in school time and are part of the National Curriculum. We inform Parents/Carers when these lessons are to take place, and we ask Parents/Carers for their written permission for their child to take part in swimming lessons.

### Coaching Sessions

When the school offers additional coaching after school, for example football, street dance, hockey, gymnastics etc, with a qualified coach, who is not a member of the school staff, the external company running the sessions will make a charge to cover their costs. Attendance is entirely voluntary.

### Teacher Clubs

Our staff offer extra-curricular activities during and after school in their own time. There is no additional charge for these clubs unless specific materials are required.

### Before and After School Care

There is a Breakfast Club and a KS1 After School Club which is based within the school grounds; all charges are made directly by the external supplier.

There is a KS2 After School Club based in School, it is run By School Staff, all charges are made by the School.

### Other Outside Provider Charges

Charges will be made for the use of the school premises outside of the normal school day. A full list of charges is available from the school office and they are also listed in the lettings policy.