

Aragon Primary School

Charging and Remissions Policy



Date agreed and ratified by Governing Body: January 2023

Review Date: January 2024

This policy will be reviewed at least annually and following any concerns and/or updates to the national and local guidance or procedures.

Introduction

All education during school hours is free. We do not make a compulsory charge for any activity undertaken as part of the National Curriculum.

Aim

The aim of this policy is to set out when and 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 website 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 provided.

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** (also please see the section on Remissions Policy)

2. Music tuition

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

3. Activities Outside School Hours

We may charge for activities outside of school hours (optional extras), which are not covered by the National Curriculum. This may include a contribution towards the costs for the following:

- Travel
- Materials and equipment

- Teaching & Non-teaching staff costs
- 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 external providers will be chargeable, as they are not part of the general day to day curriculum, e.g. Breakfast Club and the Afterschool Care Facility and Sport/Activity Clubs.

6. Lettings

The school may 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 **Governing Body** and forms part of our separate Lettings policy

7. Other charges

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

REMISSIONS POLICY

If the parent/guardian of a pupil is in receipt of free school meals, charges in respect of residential trips may in part be covered by Pupil Premium funding.

If you believe you may be eligible for Free School Meals, please contact the school for an application form.

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;
 - visits to educational places of interest;
 - sporting activities which require transport expenses;
 - outdoor adventure activities;
 - visits to the theatre;
 - Musical events.
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- Swimming - The school organises swimming lessons for all children in Year 5. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution towards the cost of transport for this activity as funding received by the school does not include this. 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.
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- Nursery – The school Nursery request a donation of approximately £3.00 from each child, on a termly basis, towards the cost of cookery sessions and making play dough.

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