

## Little Waltham Primary School

### Policy on Charging and Remissions

*Our mission as a church school is to be – loving, welcoming and succeeding with faith, family and friendship at the centre of all that we do. The key Christian values that are the core of our school life are forgiveness, creation, koinonia, reverence, service, wisdom, trust and endurance.*

#### **1 Introduction**

- 1.1 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.

#### **2 Voluntary contributions**

- 2.1 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 trip goes ahead, it may include children whose parents or carers 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 and carers have a right to know how each trip is funded, and the school provides this information on request.
- 2.3 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;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to or by a theatre company;
  - school trips abroad;
  - musical events.

#### **3 Residential visits**

- 3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide enrichment directly related to the National Curriculum. We do suggest a charge to cover the costs of board, lodging and transport, although parents and carers who receive state benefits may be exempt from the charge for board and lodgings. If we cannot raise sufficient funding through the contributions, the visit may have to be cancelled.

#### **4 Music tuition**

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 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 provided through Essex Music Services and are charged through them. We give parents and carers information about additional music tuition at the start of each academic year.

#### **5 Swimming**

- 5.1 The school organises swimming lessons for all children. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution from parents and carers towards maintaining the pool and providing tuition.

#### **6 After School Clubs**

- 6.1 The School provides additional after school clubs throughout the week. Those provided by staff members are not chargeable. Where external providers are used all charging is through them.

#### **7 Remissions Policy:**

There will be no charge for board and lodgings for pupils whose parents/guardians are receiving income support, income based job seeker's allowance, family credit or disability working allowance.

Charges for other 'chargeable activities' may also be fully or partially remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

#### **8 Monitoring and review**

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

**Signed:**

**Resources Committee**

**Date Approved: 15<sup>th</sup> March 2018**

**Date to be Reviewed: Spring Term 2019**