



SIMMONDLEY PRIMARY SCHOOL

Charging and Remissions Policy

1 Introduction

1.1 All education during school hours is free. 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 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 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. The Parents Association has agreed to contribute half of the transport costs for each visit. Parents 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 may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums or other day visits
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to or by a theatre company
- musical events
- special events
- materials for special practical activities
- extra curricular activities which have additional costs for the school
- extended day services offered to pupils (for example breakfast club, afterschool clubs, tea and supervised homework sessions).

3 Residential visits

- 3.1** If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do suggest a charge to cover the costs of board and lodging. Parents who receive state benefits – income support or job seekers allowance - are exempt from this charge. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

Children currently in receipt of free school meals may qualify for costs to be subsidised from the Pupil Premium Grant Funding. Please refer all such requests to the headteacher, in complete confidence.

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. Peripatetic music teachers teach these individual or small-group lessons and they make a charge for these lessons directly to parents. Parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

5 Swimming

- 5.1** The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

6 Extra-curricular activities

- 6.1** The school offers a variety of out of extra curricular clubs, which take place at different times throughout the year. We make a small charge for sessions run by visiting and non-teaching staff to cover the cost of their services and materials. Activities run by teaching staff do not incur charges to parents.

7 School equipment and property

- 7.1** The school can make a charge to parents if items of school property (e.g. reading books) are lost.
- 7.2** Parents will be asked to pay for the costs of repair which result from damage to, or the defacing of, buildings and materials where it is the consequence of their child's behaviour.

8 Lettings

- 8.1** The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined by the Resources Committee in consultation with DCC guidance and Lettings Calculator for each activity. The amount varies depending on the time of day, duration of letting and whether a Caretaker is required to open and lock up the building.

9 Monitoring and Review

- 9.1** This policy is monitored by the Governing Body, and will be reviewed annually

This policy was reviewed by governors January 2017.

Next review January 2019 or before if required.