



eastbury  
primary  
school  
*Succeeding together*

# Charging & Remission Policy

Approved: February 2017

Next Review: February 2020



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## 1. Introduction

All education during school hours is free. Eastbury Primary School does not charge for any activity undertaken as part of the National Curriculum.

## 2. Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to pay for the trip. If we do not receive sufficient payment, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any payment. 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 payment, 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 payment from parents. 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 the theatre;
- musical events.

## 3. 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. However, we do make a charge to cover the costs of the board, lodging and travel expenses. If parents are experiencing financial difficulties they are invited to write in confidence to the School Business Manager requesting a reduced payment if they are entitled to Free School Meals.

## 4. Music Tuition

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

## **5. Swimming**

All children do receive swimming lessons as part of the normal school curriculum. We do not charge for this.

## **6. Activities Outside School Hours**

No charge is made for activities that are outside of school hours and are part of the curriculum. However, we may ask for a contribution towards some materials.

## **7. 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 Head Teacher in consultation with the Local Governing Board may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

## **8. School Meals**

No charge will be made for pupils entitled for free school meals and Infant universal free school means. All pupils not entitled to a free school meal will be charged the cost of a meal as determined by the local authority, contractor or the Local Governing Board as appropriate.

## **9. Debts owed to the school**

The school will actively seek to recover any monies owed to the school. Where attempts to do this has failed, the school under guidance from it's Local Governing Board will consider using to legal means to recover money owed to the school.

## **10. Lettings**

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 is determined annually by the Local Governing Board and form part of our separate Lettings Policy.

## **11. Other Charges**

The Head Teacher or Local Governing Board may levy charges for miscellaneous services up to the cost of providing such services.

Photocopying

Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at 10p per sheet and 20p for any colour printing.

#### Private fees

Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (eg. Mid year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-chair of the Local Governing Board. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

### **12. Remissions Policy**

Where the parent of a child is unable to meet any of the charges of the school, the parent can apply in confidence to the Head Teacher for the remission of charges in part or full. The Head Teacher in consultation with the Local Governing Board will make authorisation of remission.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Approved by the Local Governing Board:

Signed: ..... (Chair)

Dated: .....