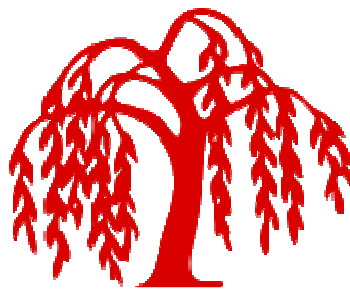


# Lawford Mead Primary & Nursery School



## Charging & Remissions Policy

**‘Proud of our school, proud of our achievements’**

*Certified as reviewed by the Finance & Audit Committee: 21<sup>st</sup> November 2017*

*Ratified by the Board of Trustee: 29<sup>th</sup> November 2017*

*Next review date: Autumn 2018*

## **1 Relationship to other School policies**

This policy should be read in conjunction with the

EYFS Policy

Equality Plan & Scheme

Curriculum Policy

Educational Visits Policy

Teaching and Learning Policy.

### **1.1 Introduction**

The Local Governing Board (LGB) recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

The LGB aims to promote and provide such activities, wherever resources permit, both as part of a broad and balanced curriculum for the pupils and as additional optional activities.

### **1.2 Definitions**

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 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. 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 require voluntary contributions 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 or by a theatre company;
- musical events;
- visits to the cinema;
- visits to farms, zoos & wildlife centres.

## **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 make a charge to cover the costs of any board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to speak in confidence to the Headteacher

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.

#### **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 taught by Essex peripatetic music teachers. We make a charge for these lessons, but parents in receipt of state benefits can apply for vouchers. We give parents information about additional music tuition at the start of each academic year. In addition to this the school provide lessons and instruments for a number of children through Pupil Premium funding, for which there is no charge.

#### **5 Swimming**

- 5.1 The school organises swimming lessons for children in years 3 and 4. 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 to cover the cost. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.

#### **6 Outside Providers**

- 6.1 The school offers clubs each term which are free and run by teaching staff. However, from time to time outside providers are used to provide additional clubs, such as dance, Brownies etc. These additional activities will incur a cost, which the school does not subsidise. However, through PE and Sports funding the school offers free and subsidised sports clubs from external providers.

#### **7 Breakages**

A charge may be imposed by the LGB on parents for breakages of property, damage or loss of books or equipment.

#### **8 Remissions**

When arranging a chargeable activity such as a residential trip, parents will be invited to apply in confidence for consideration of a remission of the payment. The remission will be based on individual cases and on an event-by-event basis.

#### **9 Additional considerations**

The LGB recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

#### **10 Monitoring and review**

This policy will be formally reviewed by the Finance & Audit Committee of the Trust on an annual basis. In the event of new guidance being made available, this review date will be moved forward.