



## CHARGING AND REMISSIONS POLICY 2016

### INTRODUCTION

The Headteacher and Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The school aims to promote and provide such experiences for all pupils both as part of a broad and balanced curriculum and as additional optional activities.

This policy describes how the school will do its best to ensure that a good range of visits and activities are offered, whilst trying to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### VOLUNTARY CONTRIBUTIONS

When organising school trips or visits 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 decide to cancel a trip. However, if the trip does still go ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

Parents have a right to know how each trip is funded. The school provides this information on request.

The Governing Body may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours, including non-curriculum activities, such as visits to museums; sporting activities which require transport expenses; outdoor adventure activities; visits to the theatre, musical events etc
- school equipment, such as ingredients and materials needed for practical subjects, in cooking, craft, design and technology etc.

### RESIDENTIAL VISITS

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum; parents will be asked to meet the full cost of board and lodging and to make a voluntary contribution towards the travel expenses for the trip.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free



school lunch entitlement, also be entitled to the remission of the charge for board and lodging:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (as long as you're not also entitled to Working Tax Credit and you don't get more than £16,190 a year)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit

## MUSIC TUITION

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

If a child or children receive individual or group music tuition, which is not part of the National Curriculum, there will be a charge. Peripatetic music teachers would provide these lessons. Parents in receipt of state benefits may be exempt from payment.

## SWIMMING

The school organises swimming lessons for children in Year 4. These take place in school time and are part of the National Curriculum. We ask parents to make a voluntary contribution to cover the cost of swimming instructors and transport costs.

## OPTIONAL EXTRA ACTIVITIES

These take part outside of school hours and are not required to fulfil statutory duties relating to the National Curriculum. Participation in these activities is made on the basis of parental choice and a willingness to meet the charges that are made, if any. These activities include:

- Staff led after school clubs e.g. dance, drama, art, games, ICT, sport and homework clubs;
- Breakfast and after school clubs led by external providers;
- Friends of The Leys activities e.g. discos and parties.



## LOST AND DAMAGED EQUIPMENT

Parents will be expected to replace or pay for the cost of lost or damaged items of school property, e.g. reading books.

## BREAKAGES AND DAMAGE TO SCHOOL BUILDINGS, FURNITURE OR PROPERTY

Parents will be charged for damage caused as a result of a pupil's behaviour. If it is clear that the damage was deliberate and a parent is unwilling to provide the cost of reparation, the parent will be asked to meet with a Governor to discuss the matter further.

## REMISSIONS

Pupils whose parents/carers receive certain benefits may be entitled to remission of charges. The Headteacher and governors will consider sympathetically cases of genuine need and parents are advised to contact the School Business Manager to discuss the matter. Any discussions with parents, or decisions made, will be confidential.

## REFUNDS

Full refunds of contributions will be made to parents when the school cancels the activity.

Residential Trips e.g. Manor Adventure, Wymondly Wood - Deposits are non-refundable.

Music fees - A terms notice must be given by parents, therefore only part refunds may be paid.

RATIFIED July 2016
Signed: <i>Mel Stone</i> Chair of Governors
Signed: <i>Leigh Humphries</i> Headteacher