

Stanley Primary School

Charging and Remissions Policy

Version Number	1.3	
Scope of Document	Charging for activities	
Objective	To set out what charges will be levied for activities and the circumstances under which voluntary contributions will be requested from parents.	
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Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

Aim

The aim of this policy is to set out what charges will be levied for activities and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the school is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Publication of information

This policy will be available on the school website.

Charges:

1. 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 and lodging and travel. If parents are experiencing financial difficulties they are invited to write in confidence to the Headteacher. Also, parents in receipt of certain benefits, as identified in the current Government guidance, may also be entitled to reduced costs, ie for board and lodging, in line with the guidance.

2. Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. However, there is a charge for individual or group music tuition if this is not part of the curriculum. We give parents information about additional music tuition at the start of each academic year.

3. Activities Outside School Hours

No charge is made for activities that are outside of school hours (optional extras) and are part of the curriculum. However, we may ask for a contribution towards the costs for the following:

- Travel
- Materials and equipment
- Non teaching staff costs
- Entrance fees
- Insurance costs

4. Damage/Loss to property

In cases of willful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher, in consultation with the Chair of the Governing Body, may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

5. Extra Curricular and School Clubs

Clubs and activities provided by third parties will be chargeable. A small levy will also be made for school run clubs each half-term, paid through the Parent Pay system.

6. Lettings

The school will make its facilities available to outside users at a charge laid down by the Local Authority.

7. Other charges

The Headteacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, 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 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.

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. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.

Swimming

The school organises swimming lessons for all children during their time in Years 4 and 5. No charge is made for swimming lessons but we ask parents for their written permission for their child to take part.

School Photographs

The school provides the opportunity for parents/carers to purchase individual, group and special interest photographs at several points though out the academic year. As a standard part of the school photography package, the company provides commission to the school in recognition of the additional work carried out by the school team. These funds are used for everyday school activities. Internally taken photographs of school productions may be offered for sale to parents and proceeds from these are used to fund the production costs.