



Lea C.E. (V.A.) Primary and Pre-school

Charging and Remissions Policy



Introduction

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. We do not charge for any activity undertaken as part of the National Curriculum plus religious education with the exception of individual or group music tuition. The school day is from 08.55 to 12.00 and 13.00 to 15.15.

Voluntary contributions

When organising trips or visits that enrich the curriculum and educational experience of the children, we invite parents to contribute to the cost of the trip or visit (if costs are incurred).

These charges will be based on the actual costs incurred, divided by the number of pupils participating. There will be no levy on those who can pay to support those who can't.

All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may have to cancel a trip or visit. 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.

Parents who are in receipt of Income support, Family Credit, Employment Support Allowance or an income-based Jobseeker's Allowance are exempt from payment. Parents in this position should see the Headteacher in confidence or write to inform the Headteacher.

If a parent wishes their child to take part in a 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. Support for cases of hardship will come through voluntary contributions and fundraising. Parents have a right to know how each trip is funded. This information is provided on request.

Sometimes the school or pre-school pays all or part of the costs in order to support the visit. The PTFA (Parents, Teachers and Friends Association) or the Governors may decide to contribute towards the cost of a particular visit, particularly where all or most of the children are involved.

The principles of best value will be applied when planning activities that incur costs to the school and pre-school and/or charges to parents.

Music tuition

All children study music as part of the normal curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. Where a peripatetic music teacher teaches an individual or small group, we make a charge for these lessons. We provide parents with information about additional music tuition at the start of each academic year.

Residential visits

When the school organises a residential visit 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 board and lodging and travel expenses.

Swimming

The school organises swimming lessons for all children at some stage throughout their school years. These take place in school time and are a part of the National Curriculum. We make no charge for the tuition but ask parents for a voluntary contribution to help towards the cost of an additional swimming coach at the pool and travel expenses. We inform parents when these lessons are to take place, and written permission is provided for their child to take part in swimming lessons.

Breakfast and After School Clubs

There is an hourly charge for these clubs (See Extended Schools Policy)

Drama/Sports, etc

Additional clubs after the school day, such as Drama, Sports, Art, etc. are charged per session. Letters are sent home at the end of each half term clarifying costs. Payments are required prior to clubs starting.

Pre-school Fees

Fees are charged on a monthly basis. All sessions must be paid for with the following exceptions: notifiable diseases, a stay in hospital or the bereavement of a close relative. Nursery Education Funding (NEF) is available to all children from the beginning of the term after their third birthday. This funding covers fees up to 15 hours per week for term time only.

Remissions

The Governing Body may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Governors' discretion. In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher on behalf of the Governors. All parents, however, will have the right of appeal to the Governing Body, normally represented by the Chairman or Vice-Chairman of Governors.

Damaged property

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is proven to be the result of their child's behaviour or undue negligence.

	Approved by Governing Body: Summer 2015	
	Review Date: Summer 2017	