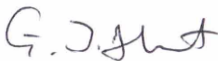

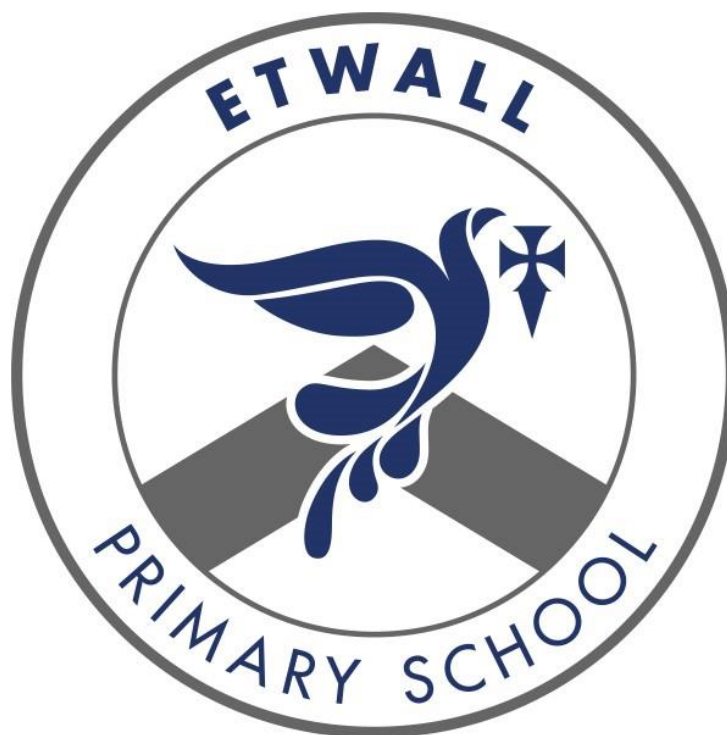


**Etwall Primary School**

<b>Document owner</b>	Etwall Primary School	<b>Approved by:</b>	Full Governing Board
<b>Author:</b>	DCC model	<b>Minute number</b>	17/21-22 b)
<b>Version:</b>	September 2021	<b>Next Review</b>	September 2022
<b>Signed by Chair of Governors</b>		<b>Signed by Headteacher</b>	
This policy has been reviewed on <b>27/07/2021</b> and has been impact assessed in the light of all other school policies and the Equality Act 2010.			



## **Charging and Remissions Policy**

# Charging and Remissions Policy

## 1 Introduction

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

## 2 Voluntary contributions

**2.1** When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers 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/carers have not paid any contribution. We do not treat these children differently from any others.

**2.2** If a parent/carer 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. **Parents are asked to approach the school office in confidence to discuss payments for school trips if they are unable to pay the full amount.** Sometimes the school pays additional costs in order to support the visit. Parents/Carers have a right to know how each trip is funded. 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/carers. 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 or visiting theatre groups;
- visiting speakers
- school trips;
- first aid training for children;
- science or design events;
- musical events.

**2.4** If deposits are non-refundable, the school will make parents aware on the letter detailing the costs of the school trip or event.

**2.5** Charges will be calculated to cover the cost of an activity/trip. No profit will be made.

## 3 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, we do make a charge for the education or travel expenses. There is also a charge to cover the costs of board and lodging. Parents/Carers who receive state benefits (as listed by the Department for Children, Schools and Families) are asked to discuss payment with the Headteacher for the remission of charges in part, or in full. The Headteacher, in consultation with the Chair of Governors, will make authorisation of remission.

## 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 group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. **Parents/carers whose children are in receipt of the Pupil Premium Grant are offered a subsidised payment.** We give parents/carers information about additional music tuition at the start of each academic year.

**5 Swimming**

The school organises swimming lessons for some children in the school. These take place in school time and are part of the National Curriculum for Key Stage 2. We make no charge for this activity in Key Stage 2. We inform parents/carers when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

**6 Sporting activities provided by external providers**

The school may offer additional sports coaching after school eg football, karate, handball, cricket, tennis, dance. A qualified coach, who is not a member of the school staff, would run and organise these sessions. There is a charge for these sessions, usually payable at the time of booking.

**7 Certificates**

The school may charge for badges, certificates, or other awards achieved during normal school, or extra-curricular activities.

**8 Products**

The school may charge for ingredients and materials, or require them to be provided, if the parents have indicated in advance that they wish to own the finished product.

**9 School Resources**

- 9.1** There will be a replacement charge for school books that are lost or damaged beyond repair. The school will endeavour to source a replacement for the least cost to parents/carers.
- 9.2** There will be a replacement or repair charge, as appropriate, for any school property that is deliberately damaged or broken. This will be at the current cost to the school.

**10 Photocopying Charges**

There is a charge of 10p per copy for personal/community users.

**11 Telephone Charges**

A charge of 15p per minute is made for private calls.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution to support school activities.

**12. Example of School Charges**

Activity	Cost	When	Notice Usually Given
Cooking etc in school	Approx £2 a term	termly	2 weeks minimum
Local Trips	£5 - £20 (partially funded by the PTA)	Approx twice per annum	2 weeks minimum
Instrumental Lessons	Agreed Derbyshire fees	Termly	At discretion of peripatetic teacher

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Residential Trip – 2 nights	Approx £200	Bi-annually in KS2	At least 6 months
Residential Trip – 4 nights	Approx £400	Bi-annually in KS2	At least 6 months
After School Clubs led by school staff	£1 to £2 to cover materials	Once per half-term	2 weeks

**Note: The school also has a separate policy for ‘Lettings’**

### **13. Collecting and Banking Sums Collected**

13.1 The school will maintain records of all charges collected.

13.2 All income will be kept safe against the loss or theft and will be paid promptly into the appropriate bank account. (See Financial Regulations and Roles and Responsibilities Document)

13.3 Parents are asked to pay through ParentPay

### **14. Private Funds Account**

We keep a close record of all self-generated monies received in school, and all expenses paid out which we refer to as our Private School Fund. This includes monies received from parents for payments of trips, water bottles as well as other income such as donations. We also keep a record of all expenses such as payment of school trips and the purchase of class resources. A report of this income and expenditure is audited every year.