

**Ullesthorpe C of E Primary School**  
**Charging and Remissions Policy M2**

Signed by the Governing Body:  
Agreed by Governing Body: April 2018  
To be reviewed: Summer 2018 or earlier if required.

## **1 Introduction**

- 1.1 All 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 swimming and 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 and carers 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 or carers 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 and carers 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 and 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 or by a theatre company;
  - school residential trips;
  - musical events.

## **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 do not make any charge for the education or travel expenses. However, we do suggest a charge to cover the costs of board and lodging. 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 Financial Support**

- 4.1 The governors would not wish any pupil of the school to be deprived of any activity that takes place within the curriculum. In the event of any difficulty caused by the request for a voluntary contribution, they would ask the parents to contact the Headteacher. Where families are in receipt of Income Support, Income Based Jobseekers Allowance (IBJSA), support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the annual limit, the guarantee element of State Pension Credit; and any income related employment and support allowance that was introduced on 27 October 2008, they are entitled to full remission of charges except for the board and lodging element of residential trips during school time.

## **5 Music tuition**

- 5.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 5.2 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

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lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents and carers in receipt of state benefits are exempt from payment. We give parents and carers information about additional music tuition at the start of each academic year.

**6 Swimming**

6.1 The school organises swimming lessons for all children in Years 1-4. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution from parents and carers to cover the cost of transport, hire of the pool and swimming instructors. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

**7 After School Clubs**

7.1 The school offers additional after school clubs. If a qualified coach, who is not a member of the school staff, runs and organises these sessions at a cost, we will make a small charge for these sessions. Financial support will be available for those pupils in receipt of pupil premium funding.

**8 Freedom of Information**

8.1 We may make a charge for copying of documents provided under the Freedom of Information Act.

**9 Monitoring and review**

9.1 The headteacher signs off reports detailing income and expenditure of any activity that is charged for. These are available for audit purposes and governor visits.