



CLARENDON PRIMARY SCHOOL

Together we shine



Charging and Remissions

Reviewed:	Autumn 2020
Agreed (FGB):	October 2020
Next Review Due:	Autumn 2023

Head Teacher:
V Chatterjee

Charging Policy

1. Introduction

- 1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of 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 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 have not paid any contributions. We do not treat these children differently from any others.
- 2.2 The 1998 Education Act draws a distinction between the term "Charges" which are considered to be an obligatory cost and "Voluntary contributions" which are self explanatory.
- 2.3 Subsidies from various sources e.g. School Fund, PTA, voluntary organisations, will be considered to cover deficits. Surplus finance will be used via school fund for the benefit of the children.
- 2.4 Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments.
- 2.5 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 not 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.
- 2.6 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as "optional extras". This list is not exhaustive:
 - ❖ Visits to museums
 - ❖ Sporting activities
 - ❖ Outdoor adventure activities
 - ❖ Visits to or by a theatre company
 - ❖ School trips
 - ❖ Musical events
 - ❖ Transport

3. Residential Trips

- 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 make a charge to cover the cost of board and lodging.

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 small group music tuition, since this is an additional curriculum activity and not part of the National Curriculum. These individual or small group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

5. Swimming

- 5.1 The school organises swimming lessons for all children in year 6. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place and we ask parents for their written permission for their child to take part.

6. After school activities

The school offers additional activities after school. We reserve the right to make a small charge for these sessions.

7. Damage/Loss to property

In cases of wilful 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.

8. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Finance Committee and form part of our separate Out of Hours policy

9. Other charges

- 9.1 The Headteacher, Finance committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying
- 9.2 School asks for contributions to snacks for pupils. This is charged at a rate of £1.00 per child per week. This is not compulsory and at the discretion of the parent.

- 9.3 Parents are charged £5.00 per book for lost library books in order to replenish stocks.
- 9.4 School has a breakfast club and pupils are charged 50p per session, unless they are in receipt of free school meals, where the sessions are free of charge.
- 9.5 School asks for donations of £5 per person for the completion of passport forms. This money is banked into school fund and used for the pupil's resources.
- 9.6 From time to time, pupils are charged 20p for cake purchases and 50p for pasty sales. Puzzles books are sold to pupils at a cost of 50p. These proceedings are banked into the fund account for pupils resources.

10. Remissions Policy

11. If the parent/guardian of a pupil is in receipt of Income Support, Income Based job Seekers Allowance, guaranteed element of state pension credit, support under part VI of the Immigration & Asylum Act 1999 or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £15575), charges in respect of board and lodging on residentials will be subsidised.