

CHARGING AND REMISSIONS POLICY

This policy is to be read in conjunction with our other policies and reflect practice of the School Equality Scheme.

Introduction

At Little Hadham Primary School, education during school hours is free. We do not charge for any activity regularly undertaken as part of the National Curriculum, with the exception of swimming.

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 need to 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. Pupil Premium Grant may be used to support access for Free School Meals pupils or any other pupils that the school feels are socially disadvantaged. It may also be possible to gain support funding through designated charitable groups. 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. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums/theme centres;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips;
- musical events

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 not make any charge for the education. However, we do make a charge to cover the costs of board and lodging expenses. An 'Easy Payment' system is put into place to support parents with payment. If parents are experiencing financial difficulty they are invited to write in confidence to the Headteacher. Once again, the Pupil Premium Grant may be used to support Free School Meals pupils or any other pupils that the school feels are socially disadvantaged. It may be possible to gain support funding through designated charitable groups. The school cannot '**charge**' for the educational or travel elements of the trip, but may ask for a voluntary contribution.

Where a trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of specific benefits/allowances, in addition to having a free school lunch entitlement, may also be entitled to the remission of the charge for board and lodging. Once again, parents are invited to write in confidence to the Headteacher.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. Lunchtime music clubs are also run by school staff and are free.

There is a charge for individual or group music tuition if this is delivered by an 'Outside' Music provider. The peripatetic music teachers teach individual or small group lessons. There is a charge for these lessons, as it is in addition to Curriculum provision. If parents are experiencing financial difficulty, they are invited to write in confidence to the Headteacher. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution to offset some of the cost. We inform parents when these lessons are to take place and we ask parents for their written permission for their child to take part in swimming lessons. No child would be refused swimming lessons. Once again, Pupil Premium Grant may be used to support Free School Meals pupils or any other pupils that the school feels are socially disadvantaged. (see policy on Pupil Premium)

Breakfast Club (B49 Club)

The school currently operates a non-profit making Breakfast Club from 7.45am to 8.45am each school day. A daily rate is charged for this, which takes into consideration additional siblings and frequency of attendance. (see Breakfast Club Agreement)

Sapling Lunch Club

The school also runs a daily lunch club from 12-1pm for Nursery pupils. Parents are charged a nominal rate to cover staffing costs and some parents elect to use this as part of their 30 hour Nursery provision.

After School Clubs

After school clubs run by school staff are free from charging and solely require parental permission. However, some clubs are run by outside providers and they organise their own charging system, independent from school.

Nightowls also provide an after school care facility offsite and this is run independently.

This policy has been ratified by the Governing Body of Little Hadham Primary School at their meeting in September 2017

This policy will be reviewed in September 2018.

E Stockley
September 2017.