



# Little Hadham Primary School

## Charging and remissions Policy

Agreed by the governing body: Autumn 2024  
Review date: Autumn 2025

## **CHARGING AND REMISSIONS POLICY**

This policy should be read in conjunction with our other policies. It is intended to reflect the expectations of the School Equality Scheme.

### **Introduction**

At Little Hadham, education during school hours is free. We do not charge for any activity regularly undertaken as part of the National Curriculum, although we may ask for voluntary contributions to support some one-off activities.

### **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 will 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 eligible 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. We give parents information about additional music tuition at the start of each academic year.

### **Swimming**

Experience has shown that most children are able to swim to a suitable standard by year 6. For those children who are unable to swim at least 25 metres by year 6 the school organises swimming lessons. These take place in school time towards the end of year 6 and are part of the National Curriculum. We ask for a voluntary contribution to offset some of the cost. We will inform parents during the spring term when these lessons are to take place and ask them for their written permission for their child to take part. No child will be refused swimming lessons.

### **Breakfast Club**

The school currently operates a 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 12.00pm - 1.00pm 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**

The school runs both a variety of after school clubs and after school wrap around care. These vary depending on the time of year. Charges for these activities are made to cover both staff and resources costs. These vary depending on the activity.

The After-school club runs between 3.00pm - 6.00pm from Monday to Thursday and is open to all Little Hadham pupils, from Saplings to Year 6. Please contact the Office for further details.

### **Cost of activities**

Wherever possible it is our policy that no child is unable to take part in an activity where there is a charge as an outcome of parents experiencing financial difficulties. Where this applies, parents are asked to speak in confidence to the headteacher.