



# **Heronsgate Primary School**

## **Charging and Remission Policy**

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| Date of last review: | April 2019                 |
| Reviewed by:         | School Business<br>Manager |
| Approved by:         | Resource Committee         |
| Date approved:       | April 2019                 |
| Date of next review: | April 2020                 |

# **Heronsgate Primary School**

## **Charging (and remissions) policy**



The school recognises that all pupils are entitled to a broad and balanced curriculum. This includes a variety of curriculum based and non-curriculum based activities that may incur charges. We do not levy compulsory charges for transport, admission costs, swimming lessons or trips during school hours.

### **Voluntary contributions**

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. Pupils will not be excluded from taking part in any such activity through financial disadvantage. We ensure that where some pupils may not have paid for a daytime activity they are not treated differently than any others. Siblings at the school may be entitled to a discount, which the school will consider on a case-by-case basis.

If a parent wishes their child to take part in a school trip or event, but is unable or unwilling 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. Where there are insufficient contributions to make a trip viable and the school cannot cover the costs, the activity may be cancelled. Parents will be notified in advance if this is necessary. Parents have a right to know how each trip is funded. The school provides information on request.

The following is a list of activities, organised by the school, which require voluntary contributions from parents. These activities are referred to as 'optional extras'. The following list is not exhaustive but may include:

- visits to museums and galleries
- visits to or by a theatre company
- sporting activities (which require transport)
- arts events
- workshops organised in school by outside organisations

### **Residential Visits**

When the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the curriculum, we do not make any charge for the education. However, we do make a compulsory charge to cover the costs of board and lodging. We also make a charge for visits off site, entry fees and for any speakers who come into the Centre. Parents who receive benefits may apply for a grant towards the cost of the visit but must notify the school in advance.

Parents who have accrued debts to the school for any services including catering will need to repay the outstanding debts before their child's place on the trip can be confirmed.

### **Music tuition**

All children study music as part of the school curriculum, we do not charge for this.

There is a charge for any other 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 who make their own charge for the lessons. We provide parents with information about the availability of additional music tuition at the start of each school year. Anyone experiencing financial difficulty should discuss the matter with the Executive Headteacher as the school may be able to remit some charges.

### **Swimming**

The school organises swimming lessons for KS2 pupils. These take place in school time and are part of the school curriculum. Therefore, no charge is payable.

### **ICT**

All children in KS2 are assigned an iPad for the year, which we do not charge for.

### **Extended School Activities**

The School runs a Breakfast Club and Happy Herons After-School Club which provides care and support for pupils outside of school hours. As this is self-financing, we make a charge to cover the costs of staffing and resources.

All sessions must be paid for in advance via sQuid, we operate a no debt policy which means that any parent who has accrued a debt with the school for any services including catering will not be able to use these child care services without first clearing their debt.

The costs for each club are:

Breakfast Club: £5.50 per session  
After School Club: £7.50 per session

All Extra-curricular clubs taking place after school are charged at £15 per term. However, some external companies delivering clubs will charge their own fees. Parents will be notified with the clubs offered and their costs (if any) at the beginning of each term.

### **Vandalism or deliberate damage**

Parents are asked to talk to children about looking after the school environment. If damage occurs parents are informed by the Executive Headteacher and will be asked to make a contribution from pocket money towards repair costs.

### **Refunds**

The school can provide refunds via the sQuid system for school trips where children have been unable to attend. Parents will need to inform the class teacher who will arrange for the refund to be made as soon as possible.

There are no refunds for booked music lessons.

This policy is monitored by the governing body, and will be reviewed annually.