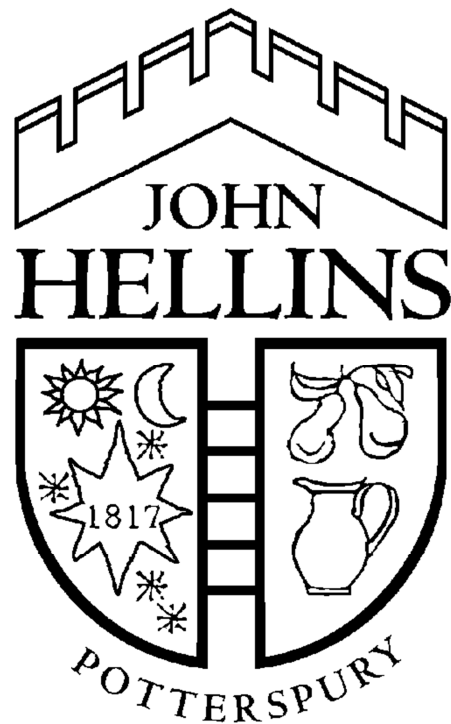


# John Hellins Primary School



## Charging and Remissions Policy

Policy Written: April 2016

Approved by Staff April 2016

Approved by Governors April 2016

This policy fulfils the requirements of the 1998 Education reform act which requires school governors to state a policy on charging for school related activities.

The governors of John Hellins Primary School do not wish any child or family to be excluded from any event on financial grounds. Remission arrangements will be made for families with more than two children attending any one trip or event and for families in receipt of income support or on a low income. These arrangements will be made in confidence by negotiation with the Headteacher.

### **Residential Visits**

These visits will take place during term time, are offered as an extra to the curriculum and will be funded by contributions from parents. The school is permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours, children whose parents have concerns about the payment or who are in receipt of Pupil Premium are entitled to request remission from the Headteacher of full or part of these charges

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

When a residential visit is planned a letter or email will be sent to parents offering the visit to all eligible pupils and detailing the amount based on the cost based on the visit per pupil. If there is insufficient uptake for the residential it will be cancelled and any contributions already made returned to parents (subject to non-refundable deposit arrangements).

### **Day visits**

These visits will mainly take place during school hours and will be funded by voluntary contributions from parents. When a day visit is planned a letter or email will be sent to parents requesting voluntary contributions; the amount being based on the cost of the visit per pupil. When planning visits staff will be aware of cost implications and will seek to arrange visits that offer good educational experience at a cost that is not prohibitive.

The contribution must be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the visit will be cancelled.

### **Instrumental Music Tuition**

A charge may be made for instrumental music tuition for up to and including four pupils from any one family, unless the tuition forms part of the syllabus for a prescribed public examination that the school is preparing the child to sit, or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

Current termly charges for Music Tuition delivered by Northamptonshire School of Music and Performing Arts Trust are as follows:-

- Strings            £64
- Woodwind        £64
- Guitar            £64

Charging arrangements will be made clear to parents before tuition in any instrument is agreed and fees are payable in advance for the full school year ahead. These charges will be revised annually in conjunction with the Music School rates of charge.

### **After school clubs**

The school runs a number of optional after school clubs; some of these are run by members of the school staff and are generally free to children, although a small amount may be charged to cover the cost. A charge may also be made for materials where art work, design work and food is taken home.

Other after school clubs such as Football, Tag Rugby, Dodgeball, Action Kids and Karate are run by outside providers/agencies and costs of these are paid directly to the club by parents unless an alternative payment method is agreed between the school and the club provider.

### **Lettings**

The school is available for external letters and applications should be submitted to the School Office. Charges will be agreed with the Headteacher and SBM and will be in line with the Local Authority's recommendations.

### **Damage/Loss to property**

A charge, as decided by the Headteacher/ Business governors will be levied in respect of wilful damage, neglect or loss of school property.

The school accepts no liability for the loss or accidental damage to third party property.