



# LEIGHSWOOD

## SCHOOL

# Charging and Remissions Policy

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## **1 Introduction**

1.1 The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parent/carer's financial means.

1.2 From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may charge parents. Again, in such circumstances no pupil will be prevented from participating because their parents cannot or will not contribute. If insufficient funds are available, it may be necessary to curtail or cancel activities.

1.3 This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## **2 Responsibilities**

2.1 The Executive Headteacher and Head of School will ensure that staff are familiar with and correctly apply this policy.

2.2 The Governors will review the policy every 3 years.

## **3 Voluntary contributions**

3.1 When organising school trips or visits (excluding residential visits) to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the costs.

All contributions are voluntary. However, if sufficient voluntary contributions are not received, we may cancel the trip. Trips may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

3.2 The 1988 Education Act draws a distinction between the term `charges` which are considered to be an obligatory cost and `voluntary contributions` which are self-explanatory.

3.3 Subsidies from various sources e.g. School Fund, Pupil Premium and voluntary organisations, may be considered to cover deficits. If, in the unlikely event there are surplus funds following a trip, these will be used for the benefit of the children.

3.4 Whenever possible, the school will give at least 6 weeks' notice of contributions required and will allow parent/carers to pay in instalments if this is practical.

3.5 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 allow the child to participate fully in the trip or activity.

3.6 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. The contributions are asked for to help pay for the costs incurred with travel, insurance, admission charges or materials/equipment required

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

#### **4 Residential visits**

4.1 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 expenses. However, we do make a charge to cover the costs of transport, board and lodging.

#### **5 Music tuition**

5.1 All children study music as part of the normal school curriculum. We do not charge for this.

5.2 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.

#### **6 Swimming**

6.1 The school organises swimming lessons for all children in years 4,5 and 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, parents are required to provide the correct swimming kit including hat for their child(ren) to participate.

#### **7 Lunch time / After School Sport and Creative Activities**

7.1 The school offers additional activities after school. We reserve the right to make a small charge for these sessions to cover materials and out of school coaching.

#### **8 Losses, Breakages & Fines**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

broken windows

- defaced, damaged or lost textbooks
- replacement reading or homework diaries
- any item damaged because of unsatisfactory pupil behaviour

## 9 Lettings

9.1 We will consider requests from organisations who may wish to hire parts of our school site. Any bookings will adhere to our separate Lettings Policy. All charges are set out in the Lettings Policy.

## 10 Late Collection of children.

11.1 Charges are made for the late collection of children. Please see our separate Late Collection Policy for further information.

## 11. Nursery – Wraparound

11.1 Where a child attends Nursery provision beyond their statutory entitlement a wraparound charge will be made. These charges will include materials, refreshments and supervision during the wraparound session. (See Appendix 1)

11.2 Any wraparound charges must be paid in full in advance.

11.3 Please also see our debt collection policy.

## 12. Breakfast and Tea Clubs

12.1 The school, operates a breakfast and tea club. However, places are limited to 50 per session to ensure the school complies with required staffing ratios. Parents wishing to use this facility should note charges are for the whole session with no part sessions available. Details of session charges are outlined in Appendix 1. All sessions include a drink and a snack.

### Appendix 1

All charges are correct at the time of publication. Charges will be reviewed annually by the Governing Committee of the school.

Charges for Nursery, Breakfast and Tea-Time Club:

	7.45am - 8.45am Breakfast Club	8.45am - 11.45am Nursery AM	11.45am - 12.30pm Lunch Club	12.30pm - 3.30pm Nursery PM	3.30pm - 5:30pm Tea-Time Club
Cost per session	£5.00 This includes a choice of cereal, toast or pancakes and drinks. Please arrive by 8.15am for breakfast.	£24.12 for 2-year-olds £16.74 3/4-year-olds	£5.00	£24.12 for 2-year-olds £16.74 3/4-year-olds	£10.00 This includes a choice of ham or cheese sandwich, toast, cheese/buttered crackers and drinks.