Cavendish and Knowleswood Federation

Charging and Remissions Policy

Cavendish Primary School

Knowleswood Primary School

Charging & Remissions Policy

1 Introduction

1.1 The purpose of this policy is to outline the charging and remissions at the Federation hereafter referred to as 'the school'. All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum.

2 Voluntary Contributions

2.1 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. If we do not receive sufficient voluntary contributions, we may have 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.

2.2 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. Parents have a right to know how each trip is funded, and the school provides this information on request.

2.3 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;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events.

3 Residential Visits

3.1 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. However, we do suggest a charge to cover the costs of transport, board and lodging. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways. We do, however, charge for residential visits which are not related to the National Curriculum. Parents in receipt of state benefits can apply to the Governing body for support with the costs of a residential visit.

4 Music Tuition

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

4.2 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. Where these lessons are arranged we would make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

5 Swimming

5.1 The school organises swimming lessons for all children in Year 5. As these take place in school time and are part of the National Curriculum we do not charge for this activity.

6 After School Clubs

6.1 Where the school offers after school clubs which are run by external qualified coaches we make a small charge for these sessions.

7 Calculating Charges

7.1 When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred and divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through school funds. Parents who would qualify for support are those who are currently or have ever been in receipt of Free School Meals.

7.2 The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

8 Monitoring and Review

8.1 This policy is monitored by the governing body, and will be reviewed every two years or earlier if necessary.