

SHIREHAMPTON PRIMARY SCHOOL

Charging and Remissions Policy

Rationale

The provision of a wide range of activities and opportunities for our children makes a very valuable contribution to their education. This enriches the curriculum.

Purposes

- To promote and provide a wide range of activities, clubs trips and residential experiences
- To engage the support of parents/carers
- To allow all children the opportunity to take part in activities

Practices

- The charges outlined below will have to be made periodically, but the school will attempt to keep these to a minimum.
- The governors reserve the right to amend the categories of activity for which a charge may be made.

CHARGES

The Governing Body may seek voluntary contributions from parents towards the cost of visits both inside and outside school hours.

Parents are given the following information in a letter at the outset of each activity (see appendix A):

- level of contribution
- contributions are voluntary
- activity will proceed provided sufficient funds are received to make it economically viable
- any child whose behaviour is unacceptable in school may not be allowed to take part in the activity

Pupils will not be treated differently according to whether or not parents make a contribution.

Parents have the right to withdraw their voluntary contributions before, but not after, the booking has been made.

Parents are advised that activities are planned to stay within a reasonable budget over the year, and approximately equal costs across the year groups.

£200 per term, per year group will be given from the school budget to ensure costs are kept down.

A reminder letter is sent to parents who have not paid a few days before the trip.

A refund is made if a child is absent or if the child has been prohibited from taking part due to unacceptable behaviour.

Activities where voluntary contributions may be asked for towards the cost include:

- educational day trip or half day visits
- outside providers in school
- art & design materials

- design and technology materials
- swimming (for the transport, instructor, lifeguards, use of baths - £15.00 per term of 10 sessions)

Costs incurred are generally to cover travel and admission.

The Governing Body reserves the right to charge parents if they choose for their children to take part in the following activities:-

Residential Visits

All costs incurred to a residential stay at a premises away from school e.g. year 5 visit to an Outdoor Activity Centre.

After School Sport

Providing expert coaches to organise after school sporting opportunities. No refund if the child is absent. Refund if coach does not teach agrees number of sessions in the term.

Instrumental Tuition

The cost of providing musical tuition. No refund if the child is absent. Refund if coach does not teach agrees number of sessions in the term.

Ingredients, materials and equipment

When the children are involved in practical work, parents may be charged for ingredients for Food Technology activities and materials for Design and/or Art & Design activities; alternatively they may be asked to provide ingredients or materials (see *appendix B*)

Plastic book wallets

Each child will be provided with a plastic book wallet at the beginning of their Reception year. If this needs to be replaced there is a charge of 30p.

Damage, breakages or loss

Parents may be required to pay in full or part for any damage to the school premises or breakages / loss of school property where this is a direct result of their child's actions or behaviour. A charge of £4.00 will be made for a lost or damaged reading or library book. A charge of 20p will be made for the loss or wilful damage to an item of stationery e.g. ruler/exercise book (see *appendix C*).

Dinner money

- Dinner money should be received on the day the child has the dinner.
- If dinners are paid for weekly or monthly, they should be paid in advance.
- If no money is received, the parents will be phoned and Eden (the caterers) will provide the child with a light meal (a biscuit, fruit and milk). Whilst we recognise it is important for parents to accept responsibility, the headteacher may use discretion to occasionally provide a child with a dinner in special circumstances, and the parent will be informed.

REMISSIONS

Where the parents of a pupil are in receipt of income support, the governing body will authorise the subsidy of:

- half the cost of music fees and charges for after school sporting activities
- approximately 15% towards the full cost of any residential activity

In cases of financial hardship, the Governing Body may invite parents to apply in confidence for the remission of charges in part or full. Authorisation of remission will be

made by the Headteacher in consultation with the Chair of Governors. Contact may be made through a phone call (see *appendix E*). There is currently no special fund to accommodate this.