

# John Keble Church of England Primary School



## Charging and Remissions Policy

Chair of Governors	Tim Johnston
Head teacher	Catherine Allard
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## **1 Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the curriculum, with the exception of some optional individual or small-group music tuition.

## **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 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 The 1996 Education Act clarifies the activities for which charges can be made or voluntary contributions sought and gives schools the discretion to charge for optional activities, provided wholly or mainly out of school hours and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or after school hours.

2.3 Subsidies from various sources, e.g. voluntary organisations, will be considered to cover deficits. Surplus finance gained via fundraising is also used for the benefit of the children.

2.4 Whenever possible, the school will give sufficient notice to allow parents/carers to pay by instalments.

2.5 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. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

2.6 The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents. 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

## **3 Residential visits**

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 make a charge to cover the costs of board and lodging. If, however, the school does not receive the necessary contribution, it may not be possible for the visit to take place.

## **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 a specialist music teacher. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

## **5 Swimming**

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. There is no charge for these lessons.

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

The school offers additional activities before and after school. We reserve the right to charge for these sessions. Breakfast club is free to children who are entitled to pupil premium.

## **7 Losses and breakages**

School property lost or damaged by children or adults must be replaced. In cases of wilful damage, breakage or loss of equipment on loan to children, a charge to cover some or all of the replacement cost will be made. Other charges will be dealt with on their own merit and at the discretion of the school.

## **8 Reimbursement**

Should any activity or trip be cancelled for any reason, all monies will be reimbursed, in full, to those parents who have paid. In the case of after-school clubs, parents pay per term rather than per session. The school will endeavour to provide alternatives when a club has to be cancelled, for example due to staff absence, but this may not always be possible.

## **9 Income from Donations and Fundraising**

Occasionally, the school will seek voluntary donations from events such as non-uniform days, sponsorship etc. The purpose for which the donation will be used will be explained clearly to parents and visitors.

## **10 Governor Maintenance Fund Money**

Our voluntary aided status means that we pay a contribution to the London Diocesan Board for Schools as they are responsible for the maintenance of the school. We ask parents for a contribution to the fund each year to improve the school. The Governors set the charge at the beginning of each school year and it should be paid yearly, wherever possible. Currently the set amount is £36. This "term money" goes towards continued improvements to the learning environment for our children. This can be paid by standing order and Gift Aid applied.

## **11 Requests for Official Letters**

Due to the increasing number of requests for letters of proof of attendance, address etc. the school charges a standard fee of £10 per letter to cover costs. (Office, Headteacher, printing, photocopying, time).

## **12 Requests for photocopies of Ofsted Reports, School Reports and School Policies**

All of the above will incur a charge of £5 per document.

### **13 Late collection of children**

All children must be collected by 3.25pm at the latest if they are not attending an afterschool club.

Parents/carers who collect their children late will incur the following charges, so we can look after them.

3.25pm - 4.15pm £5 per child

4.00pm - 5.45pm £8 per child

#### **The Headteacher and Governing Body will ensure that:**

- Careful consideration is given to making up any shortfall in voluntary contributions from parents from the school's delegated budget.
- If a charge is made for each child it will not exceed the actual cost.
- In the case of day visits and activities, no child will be excluded because the school has not received a voluntary contribution towards the cost involved.
- Whenever possible, parents are given sufficient notice of forthcoming trips and activities.