



# Charging and Remissions Policy

Nova Primary School Governor Information	
Model Policy	No
Local Changes	
Customisation*	
Originally Adopted	
Last Review Date	Spring 2024
Next Review Date	Spring 2025
* additions made to policy (eg local detail) but not a change to any policy structure	

History of most recent Policy changes – Must be completed

Date	Page	Change	Origin of Change e.g. TU request, change in legislation
September '17	2	Additional information added that is included in letter	Policy Review
September '17	3	Instrumental tuition – added PP information	Policy Review
September '17	4	Changed minimum value of a book to £3	Policy Review
September '17	4	Reworded remissions section	Policy Review
October 2021	Various	Changed all references to parents to parents/carers	Policy Review
March 2023	3	Added in flute and singing lessons to instrumental tuition	Policy Review
March 2023	4	Added in Breakfast Club minimum spend	Policy Review
March 2024	3	Removed flute and singing lessons	Policy Review

## **1 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.

## **2 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

## **3 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.

## **4 Charges**

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

Parents/carers are given the following information in a letter at the outset of each activity:

- 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
- a statement indicating if the school has subsidized the trip or not

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

Parents/carers are advised that activities are planned to stay within a reasonable budget over the year.

A refund will be considered if a child is absent or if a 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 trips or half day visits
- outside providers in school
- art & design materials
- design & technology materials

Costs incurred are generally to cover travel and admission.

The Governing Body reserves the right to charge parents/carers if they choose for their child to take part in the following activities;

### **Residential Visits**

All costs incurred to a residential stay at premises away from school.

50% reduction for Pupil Premium children

33% reduction for twins

### **After School Sport**

Providing expert coaches to organise after school sporting opportunities. No refund will be made if the child is absent. A refund will be given if the coach does not teach agreed number of sessions in the term.

### **Instrumental Tuition**

The cost of providing musical tuition, such as violin, drum and guitar lessons. No refund will be made if the child is absent. A refund will be given if teacher does not teach agreed number of lessons in the term. Pupils who are eligible for pupil premium funding receive a 50% discount for music tuition.

### **Ingredients, materials and equipment**

When the children are involved in practical work, parents/carers may be charged for ingredients for Food Technology activities and materials for Design Technology and/or Art & Design activities; alternatively, they may be asked to provide ingredients or materials.

### **Damage, breakages or loss**

Parents/carers 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 minimum charge of £3.00 will be made for a lost or damaged reading or library book depending on the value of the book.

Activities where voluntary contributions may be asked for towards the cost include stationary eg. ruler/exercise book.

The Governing Body has agreed that the following activities should be fully funded by parents/carers unless full funding is provided by an alternative source e.g. Free School Meals.

### **Dinner money**

Refer to Schools Meals and Other Debt Policy

### **Breakfast Club**

Breakfast Club is charged per item of food with a minimum 50p spend. This payment should be received on the morning that the child is attending. The Governing Body has agreed that the school will not fund or partially fund children's use of Breakfast Club from the revenue budget. However, each year consideration will be given to offering Pupil Premium funding places. This will be dependent on funding each financial year and the places will be limited.

## **5 Remissions**

The school will meet with on request parents/carers who are in a financial situation that may inhibit their children being able to participate in their chosen activities and discuss ways to support them.