



**Collingtree  
Church of England  
Primary School**

# Charging & Remissions Policy

**Faith to believe we can all  
achieve.**

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<b>Written by:</b> Richard Albert		<b>Approved by:</b> Governors – June 2018
<b>Committee Chair Signed/Date:</b>		

**Scope**

This document is applicable to the following:

✓	Parent/s & Carers	✓	Staff	✓	Community
✓	Children	✓	Governors	✓	Volunteers/Visitors
✓	Contracted external support				

# Charging and Remissions Policy

## Introduction

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum in line with the vision, aims and virtues of the school. All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge, including any materials, equipment and transport to take pupils between the school and the activity, with the exception of individual or group music tuition provided by external peripatetic teachers.

## Definition

The school day is defined as being from 8:50 am until 3:35 pm. The midday break does not form part of the school day.

## Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge may also be made for providing materials, books, instruments or equipment. Optional extras are:

- Education provided outside of school time that is not part of the National Curriculum or religious education
- Residential visits
- Outdoor adventure activities
- Visits to the theatre
- Musical events
- Professional visitors to the school
- After-school clubs and activities

The actual charge for the optional extra may not exceed the actual cost of the provision. No profit will be made from charging for optional extras.

## Voluntary Contributions

When organising school trips or visits that enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If insufficient voluntary contributions are received, the trip/event may be cancelled. If a trip/event goes ahead, it may include children whose parents have not paid any contribution. Such children will not be treated differently from any others.

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, the child will be allowed 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 will provide such information on request.

## Calculating Charges

When charges are made for an activity, whether during or outside the school day, they will be based on the actual costs incurred divided by the total number of pupils participating. The costs will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

**Residential Visits**

If the school organises a residential visit in school time or mainly 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 board and lodging and travel expenses. Parents who receive state benefits are invited to speak to the Headteacher in confidence so that reduced payments may be agreed.

**Music Tuition**

All children study music as part of the normal school curriculum and we do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers, provided by Northamptonshire Music and Performing Arts Trust (NMPAT), teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits are invited to speak to the Headteacher in confidence so that reduced payments may be agreed.

**Swimming**

The school organises swimming lessons for children in Years 2 to 6. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.