



# FORDLEY PRIMARY SCHOOL

## Charging and Remissions Policy

Implemented: September 2021

Reviewed Annually by Resources Governors  
Committee

Next review - 9<sup>th</sup> October 2024

# Charging and Remissions Policy

## Introduction

The staff and Governors of Fordley Primary School believe that all our pupils should have equal opportunity to benefit from school activities and visits (curricular and extra curricular). The 1996 Education Act requires all schools to have a policy on charging for school activities which is reviewed annually.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. However we do request voluntary contributions and this is especially important to cover the cost of swimming transport, other activities/ trips and visiting Theatre Companies.

## Voluntary Contributions

When organising school trips, visits and/or activities, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trips / activities. All contributions are **voluntary**. If we do not receive sufficient voluntary contributions, we may cancel a trip/activity because it is not financially viable due to insufficient contributions. If a trip/activity goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is 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.

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:

- school trips
- visits to museums, galleries, theatres
- sporting activities

- musical events
- outdoor adventure activities
- residential visits

It is the Governors' policy to charge for such activities organised by the school.

### **Residential visits**

If the school organises a residential visit, for example High Borrans or France, we do make a charge to cover the cost of board, lodging, travel expenses and activities. Parents will be given the option of a payment plan to spread the costs of the residential visit. If parents are experiencing financial difficulty they are invited to write in confidence to the headteacher.

### **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. When the teaching of a musical instrument is delivered to a whole year group e.g. ukuleles to Years 5 and 6, this is not charged as it part of the curriculum.

There is a charge for individual or group music tuition if this is not part of the National Curriculum in order to cover the costs of the peripatetic music teacher e.g. brass instrument lessons.

### **Swimming**

The school organises swimming lessons for children in KS2 according to our P.E provision. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. We ask for a voluntary contribution to cover the cost of transport to and from the pool only, not the provision of a specialist teacher and hire of the pool itself as this is paid for by school. There are no reimbursements if the child is ill or on holiday.

## **Activities Outside School Hours**

The school provides other activities outside school hours, such as after school sports clubs. These clubs, run on a short term basis, are run by outside providers, qualified coaches and school staff. We make a small charge for these clubs to cover the costs of coaching and materials used. Parents will be advised of the costs accordingly. Where possible we will provide clubs delivered by school staff for which there will be no charge.

## **Breakfast Club**

School currently has support from Greggs for Breakfast Club so does not charge parents/carers for Breakfast Club.

## **Materials and Textbooks**

Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

The cost of ingredients, materials and equipment etc needed for practical subjects such as D&T, cooking is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards. The school will inform parents prior to the activity, giving them the choice to pay for the materials or purchase their own materials for the activity.

## **Other Charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

## **Lunchtime Supervision for 30 hours Nursery**

We currently offer 30 hours places for children who are in their 'true' Nursery year ie. the year before they would start Reception. The 30 hours is broken up into two sessions over the day, which fits in with the morning and afternoon Nursery sessions (8:40-11:40 and 12:30-3:30). This is to ensure children can access their full entitlement to Nursery education. Because of this, there is a break for lunchtime for 30 hour Nursery children of one hour. This requires supervision and this must be carried out by

at least two fully trained teaching assistants in order for school to be compliant with DFE regulations for schools with a governor led provision.

Due to this, school has a charge daily for the lunchtime provision as this charge needs to cover the cost of staff, lighting, heating and cleaning as well as additional administration costs. Parents/carers, however, are more than welcome to choose one of our alternative options (choice given before child starts at the provision) which carry no additional charge.

### **Afterschool Club**

We currently offer access to an Afterschool Club provision run by our school staff. This runs, term-time only, from 3:20pm-6pm daily. There is a charge for this service and further information can be found on the school website or the school office.

### **Lettings**

The school will make its facilities available to outside users at a charge in accordance with North Tyneside Lettings Policy and Procedures.

### **Damages / Loss to school property**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- defaced, damaged or lost text books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour
- broken windows

### **Special Needs**

The Governing Body confirms that no pupil with special needs and/or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

## **Remissions Policy**

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

## **Review**

This policy is reviewed on an annual basis by the Resources Committee

To be reviewed: October 2024