




## Charging and Remissions Policy

Governing Board with Responsibility	Finance Committee	
Reviewed/Revised	Spring 2018	
Date of Next Review	Spring 2021	
Agreed by Governors	07.02.2017	
Additional Notes	The policy should be reviewed every 3 years or sooner if requested by either the head teacher or the governing board or if there has been a change in legislation.	
<b>In accordance with DfE Charging for School Activities guidelines 2014</b>		

### Introduction

Where possible, Princess Frederica Primary School seeks to keep any charges to a minimum, however there are times where we may need to charge or ask for a contribution towards an event or resource. We recognise that not all families are able to afford some of these contributions and in such circumstances, alternative arrangements will be made.

### 1 Voluntary contributions

1.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school sometimes 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.

1.2 The 1996 Education Act clarifies the activities for which charges can be made or voluntary contributions sought and give 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.

1.3 Subsidies from various sources e.g. PSA cake sale will be considered to cover deficits. Surplus finance from fundraising is used for the benefit of the children.

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

1.5 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.

1.6 Additional activities, organised by the school and known as ‘optional extras’ sometimes require voluntary contributions from parents. Where possible, costs will be kept to a minimum. Princess Frederica Primary School participates in the TFL school party travel scheme and, wherever possible uses this as the primary mode of transport to trips. On occasion, due to destination location, safety or the children’s age, this is not possible. In these circumstances, a voluntary contribution may be asked for in order to help financing an alternative such as a coach.

Other ‘optional extras’ might include the items below. This list is not exhaustive:

- school trips;
- visits to museums;
- sporting activities;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events.

## 2 Residential visits

2.1 Princess Frederica Primary School is proud of the residential visits on offer. These are provided in addition to the National Curriculum. Charges for residential visits are made up of costs for board and lodging plus a voluntary contribution for educational activities. Children who are receiving Free School Meals or have parents receiving certain benefits, may be entitled to an exemption. If however the school does not receive the necessary contributions, it may not be possible for the visit to take place.

## 3 Music tuition

3.1 All children study music as part of the normal school curriculum. We do not charge for this.

3.2 Individual and small-group music tuition will be charged as this is an additional curriculum activity, not part of the National Curriculum. These individual or small-group lessons are taught by our music teacher or a peripatetic music teacher.

3.3 Parents/carers who are in receipt of benefits and whose total earnings is below £17,000 p/annum can apply for a scholarship for music.

## 4 Swimming

4.1 The school organises swimming lessons for all children in Year 3. These lessons form part of the National Curriculum. Parents are asked for a contribution towards the cost of pool hire and coaching. Parents are notified in advance of the lessons.



## 5 Homework

5.1 In order to support learning in school, in Year 6, children are charged for CGP study guides to support with learning.

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

6.1 The school offers additional activities after school and during lunch breaks. We reserve the right to make a small charge for these sessions.

## 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 of the replacement cost will be made, for example library books £6, reading scheme books £4. 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, where possible all monies will be reimbursed, in full, to those parents who have paid.

## 9 Income from Donations

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 ABC fund

Our status as a Voluntary Aided School means that the school building is not maintained by the Local Authority but by the London Diocesan Board for Schools (LDBS). In order to receive maintenance grants, we must pay in a contribution to the LDBS. 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 will communicate this with parents. For transparency sake, any monies raised above the contribution to the LDBS will be detailed in communications.

## 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 £5 per letter to cover costs.

## 12 Requests for photocopies of reports and records.

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

The Headteacher and Governing Body will ensure that:

**Princess Frederica CE**  
College Road, London, NW10 5TP  
Phone: 0208 969 7756



**VA Primary School**

Head Teacher – Mr A Richards

Email: [admin@princessfrederica.brent.sch.uk](mailto:admin@princessfrederica.brent.sch.uk)

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.