



## Charging and Remissions Policy

Governing Board with Responsibility	Finance Committee	
Reviewed/Revised	Summer 2019	
Date of Next Review	Summer 2021	
Agreed by Governors	15.05.2019	
Additional Notes	The policy should be reviewed every 2 years or sooner if requested by either the head teacher or the governing board or if there has been a change in legislation.	
In accordance with DfE Charging for School Activities guidelines 2014		

### 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 will always ask parents to contribute to the cost. If we do not receive sufficient 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 and are a very important part of a child’s education. These are provided in addition to the National Curriculum but are essential in supporting their learning and numerous other areas of development outside of the classroom. Charges for residential visits are made up of costs for board and lodgings, food, coach travel and expert on-site leadership. Residential trips are fully costed and any surplus after residential visits are completed, is passed back to parents and carers.

2.2 Children who are receiving Free School Meals will be entitled to a 50% financial contribution towards the total cost. Parents/carers should contact the school office if there is any uncertainty on whether they qualify for this.

2.3 Parents and carers who are experiencing financial difficulty may write to the school for support with meeting the costs of residential trips. This is dealt with by the school leadership team on a case by case basis with support being offered of up to 25% off the total cost.

2.4 The school reserves the right to cancel residential trips if there is not sufficient support for the trip in terms of attendance. In these cases, deposits paid will be returned.

## **3. Music tuition**

3.1 All children study music as part of the normal school curriculum. We do not charge for this. The only exception to this is identified children continuing with trumpet in Year 3 in the



spring and summer term as this is outside of the national curriculum and is taught as an addition to the music lessons they will continue to receive.

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 are below £17,000 p/annum can apply for a scholarship for music. The school music teacher can be contacted on this matter.

3.4 Funded instrumental tuition will be offered to those pupils entitled to the Pupil Premium Grant and parents will be invited to enrol their children for lessons at a reduced cost.

#### **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. School Meals**

5.1 There is no charge for children who are entitled to free school meals or infant universal free school meals. Pupils who are not entitled to free school meals will be charged a set amount per week payable in advance and decided by the Governing Board of the school.

#### **6. Homework**

5.1 In order to support learning in school, in Year 6, children are charged for CGP study guides to support with learning. This is a one off charge for 4 books at a reduced rate rather than purchasing direct from CGP.

#### **7. 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.

#### **8. After School and Before School Provision (Kenzalia) including School Based Clubs**

7.1 Bookings for Kenzalia are required to be made online through the school gateway. Charges and times include the following:

A	Before School Provision 7.45am – 9.00am	£3.50 per day
B	After School Provision (Including School Based Clubs) 3.30pm – 6.00pm	£6.50 per day
C	Late collection after 6pm will be charged at £5.00 for every 5 minutes	



7.2 Children who are receiving Free School Meals or have parents receiving certain benefits, may be entitled to a 50% financial contribution towards the total cost. Parents/carers should contact the school office if there is any uncertainty on whether they qualify for this.

## **9. Nursery Fees**

8.1 The school will make a daily charge paid weekly in advance via School Gateway to parents who are not entitled to an additional 15 hours funded provision but wish their child(ren) to attend the Nursery for 30 hours per week and for an additional 30 minutes per day if required.

8.2 The school will charge £24.00 per session (3 hours) per child payable in advance via School Gateway where a parent is only entitled to 15 hours childcare in our Nursery for their child but wishes them to attend the Nursery for 6 hours (9.00am to 3.00pm). A daily fee of £2.00 will also be required if the parent wishes to collect their child from school at 3.30pm. The parent will be required to sign an agreement prior to the child attending the Nursery for more than 3 hours per day; no deduction of fees will be made for non attendance (eg because of illness or appointments).

## **10. 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.

## **11. 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.

## **12. 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.

## **13. 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 (letters within e-mails).



#### **14. 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.

#### **15. Requests for photocopies of reports and records.**

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

The Headteacher and Governing Board 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 and carers are given sufficient notice of forthcoming trips and activities.