

**Astmoor Primary School**

**Charging and Remissions Policy**

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| Recommended by: | Mrs Aldridge |
| Approved by: | Full Governing Body |
| Approval Date: | 03.05.2023 |
| Review Date: | May 2024 |

**Rationale**

It is a statutory requirement that Local Authorities (LAs) and Governing Bodies determine and keep under review their policy on charging and remissions within the framework of the legislation. It is for individual governing bodies to determine their policy in relation to the Council’s policy. The governing body’s policy may be more or less generous than the

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| Council’s, as long as it meets the requirements of the law. Schools must maintain a written statement of their policy and make it available to parents on request. Neither an LA nor a school can make charges for school activities unless a policy is in existence. The objectives of the charging provision of the legislation are: * to maintain the right to free school education;
* to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents’ ability or willingness to help meet the cost;
* to emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give LAs and schools the discretion to charge for optional activities provided wholly or mainly out of school hours;
* to confirm the right of LAs and schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school whether during or outside school hours.
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**Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

**Voluntary contributions**

When organising school trips or visits which 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 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.

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.

The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as ‘optional extras’. This list is not exhaustive:

 visits to museums;

 sporting activities which require transport expenses;

 outdoor adventure activities;

 visits to the theatre;

 musical events.

**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 or travel expenses. However, we do make a charge to cover the costs of board and lodging.

**Music Tuition**

All children study music as part of the normal school curriculum. 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.

**Swimming**

The school organises swimming lessons for all children in Key Stage 2. 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, and we ask parents for their written permission for their child to take part in swimming lessons. A small contribution towards the cost of the coach is requested.

**Extra Curricular Activities**

The school offers an extensive range of after school clubs and activities which change throughout the year. We do not charge for these sessions.

**Breakfast Club**

The school operates a daily Breakfast Club between 8am and 8.45am (when the classrooms open). It is open to all children and families. A nominal contribution of £1 per day is requested to help cover the cost of staffing. We have secured funding through the Greggs Foundation therefore we do not charge for food at Breakfast Club.

**Damage to Property**

The Governing Body may reserve the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil’s inappropriate behaviour.

**Review**

This policy is brought to the attention of staff, pupils and parents in the Autumn term each year and is formally reviewed, along with the principles that underpin it, generally every three years. The policy is monitored less formally via staff meetings.