



The Quercus Federation

Charging and Remissions Policy

Northiam Church of England Primary School

This policy was adopted on September 2020

This policy is due for review on September 2022

Signed (Chair of Governors)

Signed (Head of School)

Date:

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Introduction

This Charging and Remissions Policy complies with statutory requirements set out in the Education Act 1996.

Aims and Objectives

The aims of this Policy are to:

- Set out what the school will not charge for, what they will charge for or request a voluntary contribution towards from parents/guardians;
- Clarify how charges will be determined so parents and guardians understand why requests for payment are sometimes made for some activities.



Activities without Charge

- Education provided wholly or mostly during school hours. This includes the supply of materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between their school and an activity;
- Education provided outside of school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at school, or part of religious education;
- Instrumental and vocal music tuition, which is part of the National Curriculum (with the exception of individual or group music tuition – please see below).

Voluntary Contributions

- When organising school trips or visits, which enrich the curriculum and educational experience of pupils, the school invites parents and guardians 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 other children;
- If a parent or guardian 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 and guardians have a right to know how each trip is funded. The school will provide this information on receiving a written request;
- The following is a list of additional activities organised by the school, which require voluntary contributions from parents and guardians. 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;
- school trips abroad;
- musical events.

Chargeable Activities

Residential Visits - If the school organises a residential visit in school time or mainly school time, which will provide education directly related to the National Curriculum, we do not make any charge for the education. 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. The school does not charge for this;

- Recorder is taught as a whole class in some year groups. Some parents or guardians prefer to buy or supply their own recorder.
- There is a charge for individual or group music tuition if this is not part of the National Curriculum.

The peripatetic music teachers teach individual or small group lessons. East Sussex Music Services/Independent Musicians makes a charge for these lessons. Parents in receipt of state benefits qualify for reduced rates, East Sussex Music Services or the school can provide current charges. The school gives parents information about additional music tuition at the start of each academic year.



Swimming - The school organises swimming lessons for all pupils in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for the education, but do charge for the cover of a lifeguard and transport as necessary. We inform parents and guardians when these lessons are to take place, and we ask parents and guardians for their written permission for their child to take part in swimming lessons.

Practical Subjects - Practical subjects such as sewing and baking require substantial levels of consumable resources. Parents and guardians may be charged for, or required to supply ingredients and materials, if they have indicated in advance a wish to own the finished product.

Before and After-School Clubs - Although teachers and volunteers run after-school clubs, on occasions there are those that make a charge. This is arranged by agreement directly with parents and guardians. In this case the school acts purely as a venue and has nothing to do with setting the fees or collecting the money.

Childcare and support are given outside the school day at Northiam Church of England Primary School Breakfast Club and the Northiam Ninja After school club, a charge is made for such extended facilities. The charge is to cover expenses including staffing with a minimal profit which is put back into the club for resources. Please see charges information of Breakfast Club and Northiam Ninja Club for details.

Remissions Policy There will be a reduction of charges for board and lodgings for pupils whose parents or guardians are receiving income support, income based job seekers allowance, family credit or disability working allowance. Charges for other “chargeable activities” may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents or guardians are informed of charges for individual activities.

Review: This policy will be reviewed annually. The policy will be reviewed by the Headteacher and the Governing Body’s Policies Working Party.