



KING'S OAK PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

July 2017

Policy prepared/reviewed by: Catherine Giles

Policy reviewed and approved by: Headteacher

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Date of next review: July 2018

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Introduction

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. For those activities for which we do charge (see below), the charge may be waived in certain circumstances e.g. for families in crisis. Families are encouraged to talk the Headteacher, in confidence, if they need support.

Voluntary contributions

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

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. Often the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, and 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:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events.

Residential visits

If the school organises a residential visit in school time, or mainly in 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 suggest a charge to cover the costs of board and lodging. If we cannot raise sufficient funding through these voluntary contributions, the visit may subsidised.

Music tuition

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These lessons are taught by peripatetic music teachers. KMS make a charge for these lessons, but parents can apply for a bursary. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for all children in Year 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution from parents. We walk the children to the swimming pool and write to inform parents when these lessons are to take place.

Clubs run by outside Providers

The school offers a number of clubs and occasional activities run by outside providers, and we may charge parents for these activities. We subsidise these to ensure the extended school offer accessible to all. The clubs are non-profit making.

Breakfast Club and After School Club

Breakfast and After School Clubs are run by school staff and charges are set out for parents in the handbook. There are discounts available for siblings, for short sessions and for families entitled to Free School Meals. The clubs are non-profit making.

Fee-paying Nursery Places

We offer fee-paying Nursery places as set out in our Nursery Admissions Policy and our Fee-paying Terms and Conditions document. These places are in addition to the 15 hours of early education entitlement and charges will be made for these places. The Governing Body review and agree the charge annually.

Fruit Tuck Shop

We offer fruit for children in Key Stage 2 at break time. A half termly charge is made for this.

Damage to or Loss of School or Personal Property

A charge may be made for damage to school property or damage to items belonging to other children. If school property is lost by a child (e.g. library books, MP3 players etc.) we will charge a sufficient amount to replace the item.

Arrangements for Monitoring and Evaluation

This policy is monitored by the Governing Body; the Premises and Resources Committee will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that result in charges being levied, the subsidies awarded (anonymised), the source of those subsidies and evaluation of the impact of the school's extended services on those children in need of support.

Review

This policy will be reviewed annually.