



Tutshill C of E Primary School



Woolaston Primary School

## **Forest Edge Federation**

### **Governing Board**

# **Charging and Remissions Policy**

**Signed:** \_\_\_\_\_  
**Chair of the Governing Board**

**Date: September 2024**

**Review: September 2025**

## **Contents**

- 1.0 [Aims](#)
- 2.0 [Relationship to other school policies](#)
- 3.0 [Roles & Responsibilities](#)
- 4.0 [Voluntary Contributions](#)
- 5.0 [Residential Visits](#)
- 6.0 [Music Tuition](#)
- 7.0 [Classroom Materials](#)
- 8.0 [Swimming](#)
- 9.0 [Sport and Creative Activities](#)
- 10.0 [Equality and Inclusion](#)

## **1.0 Aims**

- All our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means.
- This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## **2.0 Relationship to other school policies**

The policy complements the school's equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

## **3.0. Roles and responsibilities of Interim Executive Headteacher, other staff, governors**

The Interim Executive Headteacher, staff and governors will ensure that the following applies:

## **4.0 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. The cost of the trip maybe paid from Pupil or Service Premium for those children in receipt Free School Meals or have Parents in the Armed Services.

The 1988 Education Act draws a distinction between the term `charges` which are considered to be an obligatory cost and `voluntary contributions` which are self-explanatory. Subsidies from various sources e.g. School Budget, Parent Teacher Association, voluntary organisations, will be considered to cover deficits. Surplus finance will be used from the school budget for the benefit of the children.

Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments or to give voluntary contributions.

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, 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
- outdoor adventure activities
- visits to or by a theatre company
- school trips
- musical events
- transport

## **5.0 Residential visits**

There will be a charge for parents for residential courses and payments can be made by instalments. However, the cost of the trip maybe paid from Pupil Premium for those children in receipt Free School Meals

## **6.0 Music tuition**

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

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 individual or small-group lessons are taught by peripatetic music teachers who charge parents direct for their services. We forward parents information about additional music tuition at the start of the summer term in preparation for the new academic year, which is provided by the individual music teachers. The charges for music tuition maybe paid from Pupil or Service Premium for those children in receipt Free School Meals or have Parents in the Armed Services.

## **7.0 Classroom Materials**

No charge will be made for materials or equipment. However, for certain activities e.g. technology, cookery etc, parents may be invited to provide material or ingredients on a voluntary basis. Where parents would like to possess the finished product, the school reserves the right to charge the costs or require the supply of the necessary materials.

## **8.0 Swimming**

The school organises swimming lessons for the children across the federation in both KS1 and KS2 6. These take place in school time and are part of the National Curriculum. We make no charge for the swimming lessons but ask for a voluntary contribution towards the cost of the coach travel to Chepstow Leisure Centre.

## **9.0 Lunch time / After School Sport and Creative Activities**

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

## **10.0 Equality / Inclusion**

The school recognises that it has to make special efforts to ensure that all groups prosper regardless of their sex or gender, age, sexual orientation, marital or parental status or other family circumstance, race, ethnic or national origin, colour, creed, disability, it includes those with special educational needs; those who have difficulties accessing the school or services; those who speak English as an additional language; those who have frequent moves and lack stability leading to time out of school (e.g. children in care); those who as children are caring for others; who come from homes with low income and/or inadequate home study space; those who experience bullying, harassment or social exclusion; those with low parental support or different parent expectations; those with emotional, mental and physical wellbeing needs; those who exhibit challenging behaviour and those who come from ethnic minority groups including travellers, refugees and asylum seekers.