

Guildford Grove Primary School

CHARGING AND REMISSIONS POLICY

INTRODUCTION

At Guildford Grove we provide many activities for the children from our school budget. In order to give our children the range of experiences we believe they should have, we ask the parents for voluntary contributions towards the cost of some of the activities. On these occasions, we send a letter to the parents explaining the educational value of the activity and asking for their support. No child will be excluded from any activity for financial reasons. The purpose of the policy is to ensure that there is clarity over those items that the school will provide free of charge and those items where there may be a charge or request for a contribution.

The policy has been informed by the LA policy and the DfE guidance.

DEFINITION

The school day is defined as: *8.50 am – 3.15 pm*. The midday break does not form part of the school day.

RESPONSIBILITIES

- The Headteacher will ensure that staff are familiar with and correctly apply the policy.
- The Governors will review the policy annually.

POLICY STATEMENT

No charge will be made in respect of admission to the school.

No charge will be made for activities which take place wholly or mainly during school hours, except in the case of individual music tuition.

No charge will be made for entering a pupil for any prescribed public examination for which the pupil has been prepared by the school.

Voluntary contributions

When organising trips or visits to enrich the curriculum (including swimming lessons in Year 3), the school invites parents and carers to contribute to the cost. All contributions are voluntary. No pupil will be prevented from participating because his or her parents/carers cannot or will not make a contribution.

The Friends of Guildford Grove allocate funds to each year group to support the costs of visits. We also benefit from a private individual who annually donates a sum of money to support the cost of additional activities. Our Home School Link Worker applies to local charities for additional funding. If, however, insufficient funds are available, it may be necessary to cancel activities.

The school also organises additional activities to enhance the educational experience of the children, known as 'optional extras'. Charges may be made for some of these activities. These include for example visits from a theatre company, percussion workshops, author visits and education offered out of school hours that is not part of the national curriculum. We will also ask for a voluntary contribution for such activities.

However if sufficient contributions are not received the activity or trip may be cancelled. Parents will be advised of this when the voluntary contribution is requested.

Residential visits

The Governors hope that all pupils will be able to participate in residential visits organised by the school. Charges will be made for board and lodging and transport, except for pupils whose parents are in receipt of eligible benefits as detailed below. Parents of children who receive free school meals are offered the option to make a reduced payment.

Wherever possible, the school will give sufficient notice to allow parents/carers to pay by installments.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those whose children are eligible for free school meals.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Music tuition All children study music as part of the school curriculum.

Additional music tuition In cases of hardship, the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.