



**Thongsley Fields Primary and Nursery School
Charging and Remissions Policy**

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy has been informed by the LA policy and the DfE guidance and compliments the school's Lettings Policy.

Definition

The school day is defined as: 8:55 am - 3:15pm. The midday break does not form part of the school day.

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers 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 will include children whose parents or carers 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 and carers 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 and carers. 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

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 can't or won't.

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

Eligible benefits

Parents who are in receipt of Free School Meals or qualify for pupil Premium may be entitled to support for some of the charges.

All discussions relating to individual family's financial circumstances will be confidential.

Residential visits

If the school organises a residential visit we do make a charge to cover the costs of board and lodging, for the education and travel expenses. If we cannot raise sufficient funding through these contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

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 and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

Activities before and after school

The school may charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum, or part of religious education. Examples are sports activities, theatre visits and extended day services such as the before and after school clubs. Charges will be based on the cost incurred less any specific funding received, except the before and after school club which will be charged at a commercial rate.

Requests for Information

Any person can request access to information held by the school. We have a duty to provide advice and assistance to anyone requesting information.

If the school is able to provide the information requested then be a charge of 10p per sheet of black and white A4 will be made.

Malicious Damage

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused.