



South Lake Primary School

Charging and Remissions Policy

Version	Date	Description
1.	October 2006	
2.	January 2011	
3.	January 2014	
4.	November 2014	
5.	March 2018	Full review, in line with current legislation

This policy is due for review on: Summer 2020

Aims

This policy aims to:

- provide clarity about which services the school can and will charge for
- ensure that a fair and honest approach is adopted in activities for which charges will be made.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual music tuition provided by Berkshire Maestros who will charge parents/carers directly.

Voluntary Contributions

When organising school trips or visits that enrich the curriculum and education experience of the children, the school invites parents 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 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 should the trip/activity not need to be cancelled. Sometimes the school pays additional costs in order to support the visit. This money will come from the main school budget.

Parents have the right to know how each trip is funded. The school provides this information on request.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Parents/carers may choose for their child to receive individual/small group music tuition provided by Berkshire Maestros. They will be charged directly for this.

Absence

If a pupil is unable to make a school trip due to poor health, parents will be unable to claim refund on the charges for transport to the trip location. Refund of the charge for entry will be subject to the provider's terms and conditions.

Fundraising activities for charities

The school may from time to time take part in fundraising activities to raise funds for charities not connected with the school at the discretion of the Head Teacher (e.g. sponsored events, Lenten fundraising). No child will be treated differently or pressurised for not taking part in the activity or contributing financially or otherwise. The Classroom Teacher may collect financial or other contributions in an open classroom, but will do so in such a way as to not cause embarrassment to any child.

Fundraising activities within school using outside companies

The school may use an outside company to provide a service/workshop that has a fee attached to the output from that workshop (e.g. an art exhibition, school photographs). The school will inform parents about the activity prior to the activity taking place and will be transparent about the flow of money, how much the school will receive from the transaction, where

appropriate. All financial transactions will be dealt with away from the child, e.g. to buy a picture you will need to send money in an envelope the following day.

There will be no incentivising in exchange for money.

Residential Visits

Residential visits are defined as an 'optional extra' and parents/carers who would like their child to take part will be charged the full cost of the experience including accommodation costs.

Extended day facilities

Details of charges for Breakfast and After School Club can be found in our Extended Day Policy.

Swimming

The school organises swimming lessons for KS2 pupils. These take place in school time and are part of the school curriculum. Therefore, no charge is payable. Voluntary contributions will be requested towards any transport costs.

Vandalism or deliberate damage

Parents are asked to talk to children about looking after the school environment. School reserves the right to ask parents to contribute to the cost of replacement items incurred as a result of breakages, loss or damage to books, equipment or other materials.

Lettings

The school will make its facilities available to outside users as per the Lettings Policy.