

**Barford**



**Primary School**

## **CHARGING AND REMISSIONS POLICY (Finance Appendix E)**

### **CHARGES FOR SCHOOL ACTIVITIES**

Barford Primary School is a small school with limited financial resources, therefore this charging and remissions policy has been developed by the School's governing body, to reflect the LA's policy on 'Charging and Remissions in School' and the reality of school circumstances.

Barford School is reliant on "voluntary contributions" from parents in order to make many activities and excursions viable. A voluntary contribution will be requested towards the cost of an activity where that activity would otherwise not be offered. Voluntary contributions are non-refundable (except when the event is cancelled) as the viability of the activity will be jeopardized where refunds are requested. If no parental/ carer contribution is made for a particular child, the child will not be treated detrimentally and will be included in the visit/ activity

The governing body have agreed charges in the following areas :-

#### **A. Educational Visits -**

1. Educational visits are usually arranged to supplement and enhance work being done in the classroom. They are a valuable part of the education process, providing variety, practical experience and above all an enjoyable way of learning.

2. Visits will tend to take the children out of school for part of the morning or afternoon, a whole morning or afternoon, or a whole school day. Residential visits will usually be from 2 days to 5 days.

3. Examples of places to visit would be; another local school, Fire Station, Police Station, Library, a Norwich Museum, a local farm, pottery, a zoo, Cambridge the Norfolk coast, visitor attractions, Living History days etc.

4. Under government regulations we are not allowed to make a compulsory charge to parents for educational visits related to the school curriculum and held mainly during normal school hours. However, it is impossible for these visits to be financed from the school's budget as the cost would be too great. A charge will be made for the board and lodging element (usually 50%) of a residential visit.

5. It is clear, therefore, that educational visits depend entirely on the goodwill of parents, and on their willingness to make voluntary contributions to cover the cost. A contribution will be requested to cover all costs of the trip.

6. Parents will be given as much notice as possible of future educational visits. The full cost per child of each visit (transport, entrance fees, any other expenses etc.) will then be stated and parents requested to make a voluntary contribution of that amount, or any amount they feel able to provide.

7. Visits will only go ahead if sufficient numbers of parents are willing to make a voluntary contribution so as to make the visit financially viable. If a parent does not make the voluntary contribution then their child will not be treated detrimentally and will be included in the visit. For residential visits parents will be reminded that 50% of the cost is a charge and this must be paid even if they do not wish to meet the 50% voluntary contribution.

8. Where a child is eligible for pupil premium remission of charges will be made. This aligns with Free School Meals eligibility. Some families may wish to make a further contribution towards the cost of the trip. It would be helpful if parents concerned could inform the Headteacher of their circumstances - in the strictest confidence.

9. If there is a surplus of £5 or more per child after residential visit expenditure is finalised then there will be a refund to parents. If there is less than £5 per child surplus this will be lodged in the school fund for future educational visits.

10. The viability of more expensive residential visits, involving several nights away from home, would need to be discussed well in advance with the parents directly concerned. It is current policy to provide KS2 children with two opportunities during their time at the school to experience a residential visit. At the present time this is to the Hilltop adventure centre near Sheringham for Years 5 & 6; also to How Hill Environmental Centre for Years 3 & 4. Other centres may be considered for future visits.

**B. Ingredients and Materials Needed for Practical Subjects-**

Ingredients and materials for practical subjects such as clay, crafts and technology will normally be met through curriculum budgets. However, from time to time some items, e.g. food, may be made which attract a greater cost. In these circumstances, parents will be asked to make a contribution to the costs of items which may be taken home.

**C. Swimming Transport -**

There will be no charge for swimming or other P.E. transport where the activity forms part of the curriculum.

**D. Music Tuition -**

Any parent wishing their child to take up optional tuition for a musical instrument will be charged for tuition and instrument hire as requested to offset the charges to school by Norfolk County Music Service. This may vary to reflect the size of the group and the instrument played.

Whole-class instrumental music tuition will take place in KS2 from September 2011 and parents will be requested to make a voluntary contribution to cover the cost of this. If a parent does not make the voluntary contribution then their child will not be treated detrimentally and will be included in the music tuition.

### **E. Specialist Coaches**

Extracurricular sessions involving specialist coaches e.g. football coaches, will be charged according to the amount charged by the coach. Where it is considered that extracurricular activity will be of particular benefit to specific children, additional places may be made available through pupil premium funding to those pupils who are in receipt of this.

### **F. Extended Services**

There will be a charge for extended childcare services at a level agreed by the Curriculum and Extended Services committee and the Finance Committee of the Governing Body. The aim is for extended services costs to be covered by income. Where it is considered that extended childcare services will be of particular benefit to specific children, additional places may be made available through pupil premium funding and offered to eligible pupils.

There may be other chargeable extended services in the future.

Agreed by Finance Governors - November 2017  
Date of Review - November 2019