



## KT Federation

# Charging & Remissions Policy

Enjoyment – Enrichment – Excellence – Equality

Version Date	January 2020
FGB Approval	January 2020
Review Date	January 2021

## **KT Federation**

### **Charging & Remissions Policy**

#### Introduction

The Governing Body recognises the valuable contribution that additional activities make to pupil's personal and social education. These would include clubs, practical activities, trips and residential experiences.

At Kymbook & Thurleigh Primary Schools we believe that all our pupils should have an equal opportunity to benefit from school activities (curricular and extra curricular) as part of a broad and balanced curriculum, 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 whilst trying to minimise any barriers which may prevent some pupils from taking full advantage of the opportunities. may prevent some pupils taking full advantage of the opportunities.

The Governing Body recognises that the legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the National Curriculum.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours. However, Governors have agreed that voluntary contributions may be requested.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum.
- Supply teachers to cover for those teachers who are absent from school to accompany children on a residential trip.
- Transport provided in connection with an educational trip. However, Governors have agreed that voluntary contributions may be requested.

## **Voluntary Contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents/carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions to cover the cost of the trip, we may have to cancel it. If a trip goes ahead, it may include children whose parents have not paid any contributions. We do not treat these children any differently from any others.

If a parent wishes the 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.

The following list of additional activities, organised by the school, requires voluntary contributions from parents/carers. These activities are designed to enrich our curriculum but are regarded as “optional extras”.

- Visits to museums
- Visits to theatres
- Visits to attractions or educational centres which link to curriculum areas or topics and will enhance learning
- Outdoor adventure activities
- Musical events
- Sporting activities which require transport expenses

## **Residential visits**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education relating to the National curriculum, we do not make any charge for the educational element. However, parents/carers are obliged to at least pay for the residential element of the trip, and we also ask for contributions to cover the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

A payment scheme will operate to allow parents to spread the cost of such trips over a longer period of time if required.

### **Music Tuition**

All children study music as part of the National Curriculum. We do not charge for this.

There is a charge for individual and group music tuition if this is not part of the National Curriculum.

### **Thurleigh Primary School Before & After School Club**

Our Breakfast Club is open from 8am daily.

The After School Club is open until 5.30pm daily.

In order to ensure our Before & After School Club is self financing, the School Governors have agreed the following late pick up charges.  
£10 for every 10 minutes or part thereof after 5.30pm

### **Remissions Policy**

Those parents in receipt of any form of tax credits or support may be offered assistance in paying for a trip or a longer period of instalments will be made available to enable their child to access the activity.

The school, and Headteacher, are always available to discuss individual circumstances.