

Charging and Remissions Policy

Effective: Autumn 2019

Review: Spring 22
Annual review

Person responsible for policy	FGB
Approval Date	March 2022
Signed Headteacher	Bessa Cador
Signed Chair of Governors	Terry Whalley

1 Introduction

1.1 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 or group music tuition and travel costs.

2 Voluntary Contributions

2.1 When organising School trips or visits, which enrich the curriculum and educational 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.

2.2 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: usually using grant monies or school fund. Parents have a right to know how each trip is funded. The School provides this information on request.

2.3 The following is a list of additional activities organised by the School, which may require voluntary contributions from parents. 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 the theatre;
- residential visits;
- musical events.

3 Music tuition

3.1 All children study music as part of the normal School curriculum. We do not charge for this.

- 3.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. The companies (Music for Schools & Music for Life) make a charge for these lessons. The company give parents information about additional music tuition on a four-termly basis.

4 **Swimming and Other Activities**

- 4.1 The School organises swimming lessons for all children in Years 3, 4, 5 and 6. They take place in school time and are part of the national curriculum. We make a charge to cover the travel costs for this activity. We inform parents when these lessons are to take place.

- 4.2 Other related sporting/additional activities, within the curriculum, will be charged to cover for travel, where a coach is required.

5 **Activities outside the National Curriculum (NC)**

- 5.1 Activities lying outside of the NC, and taking place outside of School time, will be charged in full.

6 **The Nest**

- 6.1 The Nest *Out Of School Club* provides before and after school care. Regular sessions are booked in advance: a morning session; a short afternoon session 3.30-4.30pm or a long afternoon session 3.30-6pm Monday and Tuesday only). For regular attendees, payment is invoiced in advanced of attendance. FEEE funding is accepted towards payment of regular, booked sessions. There is a clear set of **Terms and Conditions** for The Nest, signed by parents on enrolment of their child prior to starting sessions.

7 **Little Wrens**

- 7.1 The nursery provision is open for all 3-4 year olds. Sessions for children aged 3, but not entitled to 15 to 30 hours FEEE, are booked for the term and invoiced monthly.

- 7.2 Where children are entitled to 15-30 hours FEEE, funding comes through the FEEE portal to school. Parents of children entitled to 15 hours FEEE may choose to pay for additional sessions and are invoiced accordingly.

- 7.3 There is a clear set of **Terms and Conditions** for Little Wrens, signed by parents on enrolment of their child prior to starting sessions.

6 **Hiring and Leasing Agreements**

- 6.1 Hiring – Charges are made to cover costs including: caretaking, cleaning, heating, lighting, wear-and-tear etc. The exact hiring charge made will be dependent upon the use of the hire; the area of the site required; and the nature of the hiring organisation – at the Headteacher’s discretion (acting as the ‘Agent’ on behalf of the Governing Body) – see Lettings Policy NB Any charges applicable, are to be paid in advance of any hire.

6.2 Leasing – The Governing Body draws up Leasing Agreements with any interested parties, through Cheshire East LA Legal Services. The Licence must be agreed, and be in place, before the leasing period begins. NB Charges are made in advance of use.

7 **Freedom of Information Act**

7.1 Charges are made to cover printing and administrative costs for production of certain information held by the School under the Freedom of Information Act. Refer to the Policy for further guidance.

8 **Remissions**

8.1 The Governing Body may wish to remit in full or party the cost of activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be with the Head teacher in consultation with the Chair of Governors.