

# Nutfield Church (C of E) Primary School

## Charging and Remissions Policy



### **Nutfield Church (C of E) Primary School Mission:**

- We are a church school, which believes in the importance of **community**, where people from all races, religions and cultures act in **peace** together
- Our pupils, staff and families work together as a team to **love** and support each other through our learning. We have **hope** in our challenges and in our success.
- We recognise **grace** in our own lives and show it to those we work and play with. We look to the future with **joy**.

### **Introduction**

Nutfield Church (C of E) Primary School aims to enable every pupil to achieve their full potential through a wide range of opportunities and experiences. The intention is to apply the policy equally in order to promote fairness, and every effort will be made to ensure that no child is prevented from participating because of financial circumstances

- ◆ **THIS DOCUMENT** is a statement of the aims, principles and strategies for charging and remission for the provision of a wide range of school activities and school visits at Nutfield Church (C of E) Primary School for all our children to access
- ◆ **IT WAS DEVELOPED** through a process of consultation with teaching and non-teaching staff and taking into account the provisions under Sections 449-462 of the Education Act 1996 that sets out the law for school activities in schools maintained by local authorities in England
- ◆ **THIS POLICY was reviewed in May 2017**
- ◆ **THIS POLICY** will be reviewed again in **Summer Term 2019**

### **Our Philosophy**

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.

### **Voluntary contributions for activities as part of the Curriculum**

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school may invite 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, and this is made clear to parents/carers when the school invites them to make a voluntary contribution. Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Charges levied will represent the actual cost of providing the activity. No profit will be made

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, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

Once an activity has been paid for, there will be no reimbursement for absentees on the day

If appropriate and funds allow, the school or PTFA may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

### **Music Tuition**

All children on roll at Nutfield Church (C of E) Primary School study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs such as Choir, Recorder or Ensemble are also without charge.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid directly to the County Music Centre (Surrey Arts) which provides peripatetic music teachers to teach individuals or small group lessons on the school site. We give parents information about additional music tuition at the start of each academic year.

The Governors may charge Surrey Arts for the use of school premises to provide music tuition for pupils who are not registered at Nutfield Church (C of E) Primary School outside the normal school time of 8.50 am to 3.15 pm.

### **Swimming**

The school organises swimming lessons for various year groups of pupils. Lessons take place in school time and are part of the National Curriculum. We ask for a voluntary contribution to cover the cost of transport to and from the pool. We inform parents when these lessons are to take place, and we ask for their written permission for their child to take part in swimming lessons. The cost of swimming teachers and hire of the pool itself is paid for from the school's delegated budget.

### **Optional Extra Activities (Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education)**

It is the Governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for:-travel, ~~board & lodging~~, materials, books, equipment, entrance fees, insurance.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events
- workshops in school run by and charged for by outside providers

## **Residential visits**

The school organises an annual residential visit for children in Key Stage 2. The cost of this trip includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced. It is not expected that there will be any profit made. Parents will be asked to pay a non-refundable deposit to secure a place.

Parents will be given the option of a 12-month payment plan to spread the remaining costs of the residential visit. If a child should not participate in the visit, a request for the refund of any payment over and above the deposit must be made in writing by the parent.

Where available, sponsorship or donations will be provided for children of families on forms of income support, based on eligibility for free school meals, or in special circumstances to enable them to take part in the option of their choice. This is stated clearly on letters and is dealt with discretely and in confidence by the Headteacher. It is for the school to decide how to use sponsorship or donations.

The Pupil Premium may be used towards costs to enable disadvantaged children to benefit as identified by the school.

## **Charging in Kind**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as Food Technology or D.T. is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

## **School Lunches**

There is no charge for children who are entitled to free school meals, including for infant children under the Government's provision for Universal Infant Free School Meals (UIFSM). Pupils who are not entitled to free school meals will be charged a set amount per served up meal decided by Surrey Commercial Services as approved by the LA.

## **Breakages and Fines**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost text books
- replacement reading or homework diaries
- musical instruments
- any item damaged as a result of unsatisfactory pupil behaviour.

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

### **Wrap Around (Extended Schools – Turtles before and After School Club)**

The Turtles Club Application Form which has to be completed and signed by the parent/carer of a child registered as a member of Turtles Club gives details of the charges and payment terms. The calculation of the charges takes into account the cost of non-teaching staff with a specific contract to work as a Play Leader or Play Worker, or administrative support staff in the school's wrap around care, food provided in connection with wrap around care, and resources provided for use by wrap around care only.

The Pupil Premium may be used to support disadvantaged pupils on roll at the school to attend Turtles Club.