

Longstone CE (VA)  
Primary School

## Charging and Remissions Policy



**Version: 1.3**  
**Date: November 2019**

*At Longstone School we strive to create a happy, safe and creative school in which everybody can grow, learning new things together. We know that everyone is important whatever their background and whatever their aspirations. Belonging to a safe and nurturing community, founded on strong Christian values, children will thrive and develop into well-rounded individuals who are equipped to meet the challenges of our modern world with confidence. These values are embedded in all of our policies and practice.*

### Summary

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. This policy sets out where the school may ask for voluntary contributions from parents and lists other activities for which we are entitled to charge parents.

### Document control

#### Owner

The owner of this document is the Head Teacher. All requests for change should be directed to them. Any printed copies of this document are for reference only; the definitive version is the computer file held on the school office administrator's computer.

### Revision history

Version	Date	Changes	Author(s)
1	Jan 2015	New policy based on updated statutory guidelines from DfE (Jan 15)	G. Harvey
1.2	Oct 2017	Addition of paragraph regarding charging for sports trips/transport. Deletion of para. re. non-profit making for after-school costs.	G. Harvey
1.3	Nov 2019	Addition of numbered sections Section 2 – change to costs charge for a residential, to include transport costs. Section 3 – Addition of self-employed peripatetic teachers Section 4 – removal of the word 'all' in relation to swimming Section 5 – Removal of (i.e. before & after school club) 8.1 – Correction of grammar typos	G. Harvey

### Approval

Version	Date	Approver(s)	Minute number
1	10/3/15	Resources Committee	5.2
1.2	19/10/17	Resources Committee	11.4
1.3	22/11/19	Resources Committee	11.2

### Review term

The maximum term between reviews of this document is: 2 years

Next revision due
November 2021

# Statement of Policy

## 1 Voluntary Contributions

When organising school trips which enrich the curriculum school the school often subsidises but cannot always meet the full costs from its limited school budget. 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 Residential visits

Residential visits are not compulsory. If the school organises a residential visit in school time or mainly school time, the school makes a charge to cover the costs of travel, board and lodging. Parents in receipt of certain state benefits will receive a reduction to this charge.

## 3 Music tuition

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

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, which are charged for by the music service or by the teacher if they are self-employed. We give parents information about additional music tuition at the start of each academic year.

## 4 Swimming

The school organises swimming lessons for children at some point in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

## 5 Sports Trips

The school will often make use of sports premium funding to pay for sports trips and transport. However, the school will occasionally ask for contributions to meet the cost of sports events and transport.

## 6 Before and After School Club

The school will charge for extended day services offered to pupils.

## 7 After School Activities

The school organise a variety of after school activities. Some are provided at no charge. Where the school incurs an additional cost to provide the activity, such as using a third party to run the activity a charge will be made.

## 8 Other Charges

### 8.1 Craft:

Occasionally, if a child's parent wishes them to keep a particular model that has been made using expensive materials or equipment (such as motors, bulbs, buzzers etc.) the cost of these may be requested from parents.

### 8.2 Cookery:

Occasionally parents may be asked to voluntarily contribute to the cost of ingredients if the children are able to take home what they have cooked.

### 8.3 Breakages/Loss

Occasionally if a child breaks an item, through misuse parents will be asked to voluntarily contribute towards replacing it. Similarly if children loses equipment the parents will need to pay for a replacement.

Signed ..... Head Teacher Date

Signed ..... Chair of Governors Date

Signed ..... Chair of Resources Date