



# **Greenfield Primary School**

## **May 2018**

### **Revision 11**

## **Charging and Remissions Policy**

### **1 Introduction**

- 1.1** All education during school hours is free. We do not charge for any learning undertaken as part of the National Curriculum with the exception of some individual or group music tuition.

### **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. Parents have a right to know how each trip is funded and the school provides this information on request.

- 2.3** The following is a list of additional activities organised by the school, which 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
- school trips abroad
- musical events

### **3 Residential visits**

- 3.1** The school often organises a residential visit in school time or mainly school time, which may provide education directly related to the National Curriculum, or enrich the curriculum. As such we do not make any charge for the education or travel expenses, but ask for a voluntary contribution from parents to cover the costs of these. We do make a charge to cover the costs of board and lodging. If parents can not afford to pay the full costs of a residential visit, they are actively encouraged to discuss the situation with our Headteacher, who will decide charges on a case by case basis.

When our school informs parents about a forthcoming visit, we make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

## Charging & Remissions Policy

### 4 Music tuition

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

4.2 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 school commissions individual and group music lessons from Dudley Performing Arts and the school makes a charge to parents whose children take up these lessons. We give parents information about additional music tuition at the end and start of each academic year. Information is available throughout the school year.

### 5 Swimming

5.1 The school organises swimming lessons for all children in Year 3 and Year 4. 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 and we ask parents for their written permission for their child to take part in swimming lessons.

### 6 Out of Hours Activities

6.1 The school sometimes offers additional activities after school. If a qualified instructor, who is not a member of the school staff, runs and organises these sessions, then a small charge is made.

### 7 Other Charges

7.1 Occasionally a voluntary contribution is requested to cover the cost of providing ingredients in Key Stage 1. In Key Stage 2 a small charge is made for toast and juice as part of our Key Stage 2 Toast Bar.

### 8 Pupil Premium

8.1 The school is allocated Pupil Premium for the following pupils:

- Looked after pupils
- Pupils in receipt of Free School Meals
- Pupils who have been in receipt of Free School meals at any time during the last 6 years

8.2 We have the following 4 priorities for Pupil Premium:

1. Securing Success for All Children
2. Supporting Pupils' Well-Being and Behaviour
3. Ensuring Equality of Access to the Curriculum
4. Supporting Parents/Carers to engage in their child's education

Pupil premium is spent on Pupil Premium pupils in the following ways:

- To fund our Learning Support Mentor, one to one and small group tuition, where the child needs additional support to make expected progress and/or achieve at least age related expectations by the end of KS2
- To fund or subsidise the cost of school trips
- To subsidise the cost of residentials and make them affordable
- To pay for music lessons if required
- To provide the opportunity to attend after school clubs free of charge
- To subsidise attendance at Good Morning Club and Good Afternoon Club (out of hours childcare) to enable target children to have a prompt and healthy start to the day.

We believe using funding for these opportunities will boost self-esteem, allow access to activities that otherwise children may not access and support the raising of attainment.

### 9 Review

This policy is reviewed annually at the Summer Term meeting of our school's Governing Body Staffing, Site and Finance Committee.