

March 2024

Charges and Remissions Policy

Greenfield Primary School



*Everyone can grow in a
Greenfield!*

Approved by: The Head Teacher &
Governors

Last reviewed on: March 2024

Next review due by: May 2026

Date: 23rd May 2024

1. Introduction

- 1.1 This policy has been compiled in line with DfE – Department for Education requirements and in accordance with section 449-462 of the Education Act 1996. This policy adheres to Dudley guidelines.
- 1.2 The governing body recognises the valuable contribution that the wide range of activities, including trips and residential experiences, can make towards pupils' personal and social education.
- 1.3 The governing body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.
- 1.4 The Headteacher has the responsibility for monitoring and evaluating the implementation of this charging policy and will provide the Governing Body with a financial report as part of the normal yearly reconciliation of the school fund.
- 1.5 Definitions: Charge: a fee payable for specifically defined activities Remission: the cancellation of a charge which would normally be payable

2. Education

- 2.1 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.

3. Voluntary contributions

- 3.1 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 a contribution. We do not treat these children differently to others.
- 3.2 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 pay 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.
- 3.3 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 aboard
 - Musical events

4. Residential visits

- 4.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make a charge for the education.

- 4.2 Charges will be made to cover the cost of board, lodgings and travel expenses but they will not exceed the actual cost.

5. Music Tuition

- 5.1 All children study music and learning to play instruments as part of the normal school curriculum. We do not charge for this.
- 5.2 There is a charge for individual or group music tuition that is not part of the National Curriculum. We give parents information about additional music tuition at the end and start of each academic year. Payment for additional music tuition is made directly to Dudley Performing Arts.

6. Swimming

- 6.1 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 of for this activity. We inform parents when these lessons are to take place.

7. Out of hours activities

- 7.1 The school sometimes offers additional clubs and activities after school. A charge will be made for these activities to cover costs. Parents will be advised of the charge before places are requested and allocated.

8. Other charges

- 8.1 Occasionally a voluntary contribution is requested to cover the cost of providing cooking ingredients or other materials for DT lessons.

9. Damage /loss of property

- 9.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- 9.2 A charge will be levied in respect of wilful damage, neglect or loss of school property belonging to a third party, where the cost has been recharged to the school.

10. Remissions

- 10.1 The Governing Body may remit in full or in part the cost of any activity 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 remissions will be made by the Head Teacher in consultation with the Chair of Governors.