



Aim High

Never Give Up

Follow Your Dream

Lead By Example

CHARGING AND REMISSIONS POLICY

Ratified By	Resources
Date	26/06/2023
Minute	9
Review Date	Summer 2027
Policy Statement	
What is the policy for?	All parents/carers of children at Norwood Primary School
Who has devised and contributed to this policy?	STL and finance staff
How will this policy be communicated?	365 and website
How will this policy be monitored?	Resources committee, Finance Manager and SLT
Which other policies are linked to this policy?	Department for Education - 'Charging for school activities' - Departmental advice for governing bodies, school leaders, school staff and local authorities May 2018.

In order to support our vision for a rich and creative curriculum we provide curriculum enhancement, making learning more meaningful through first-hand experience. This policy outlines the circumstances under which school will charge for activities. It also highlights the arrangements to support those who may be unable to pay, in line with our focus an environment where everyone is nurtured and encouraged.

Charges

The governing body reserves the right to make a charge in the following circumstances:-

- **School visits in school hours** – the board and lodging element of residential activities deemed to take place in school hours.
- **Extended School Activities (occurring outside school hours)** – the full cost to each pupil for transport and other costs (including the hire of the Institute, field, staffing and resource costs) involved for activities deemed to be optional extras occurring out of school hours.
- **Charging in kind** – the cost of materials used for activities occurring out of school hours.
- **Peripatetic tuition** to children learning a musical instrument such as recorder during school hours; other instrumental tuition is subject to County charges.
- **Swimming** – for curriculum swimming provision, parent/carer contributions will only be requested to cover the cost of the transport and insurance.
- **Intentional damage** to school property or resources of property belonging to others may incur a charge.

The governing body may, from time to time, amend the categories of activity for which a charge may be made. If a charge is to be made for a particular type of activity, for example optional extras, parents/carers may need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information will be made available to parents as applicable.

No charge will be levied for:

- materials used in the delivery of the curriculum,
- materials used by children undertaking homework,
- tuition by school staff for out of school activities,

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. We make a charge for these lessons. We give parents/carers information about additional music tuition at the start of each academic year.

Voluntary Contributions

It is the policy of the school to ask for voluntary contributions towards the costs incurred for certain activities to enable these to take place. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to

parents/carers at the outset. There is no obligation to make any contribution and no child will be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled.

If a parent/carer is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. It is the intention of the governing body to cover the costs of all visits from the collection of voluntary contributions (as opposed to making a charge). Families in financial need are asked to discuss their circumstances with the Headteacher at the earliest opportunity in order to explore ways to support them.

Refunds and Remissions

Where charges for school trips are made, any deposit is non-refundable unless the trip is deemed to be unviable by the school, due to lack of parental contributions or other circumstances.

For residential visits, the deposit is non-refundable and should the child's attendance be withdrawn from the trip, 50% of the remaining balance (post deposit) may be refunded. Refunds will be based on individual trips and information regarding deadlines for payment and cancellations will be outlined in the initial trip information correspondence.

Every year, the governing body, through the budget ratification process, agree a proportion of the budget to support individual families in receipt of pupil premium and other relevant circumstances, at the Headteacher's discretion, which may be used to offset charges to support before and after school club and contribute to the cost of trips.

Arrears

It is the policy of the school to seek full payment in advance for the cost of Extended School activities.

Costs for activities are based upon attendance at all scheduled sessions, therefore parents/carers should be expected to pay for sessions that their child does not attend.

If, at the end of a half-term charges are outstanding, further participation at the activity will be suspended.

School Dinners

School dinner payments are expected to be paid in advance through ParentPay.

Schedule of charges for any information requested under the Publication Scheme

Disbursement cost at 0.05p/copy black & white or £0.10p/copy for colour
First/second class Postage

Method of Payment

School accepts payment by ParentPay and our school office can support parents/carers with this. We aim to be a 'cash-less school'.

Parents/carers can purchase school uniform online directly from the supplier.