



# **FRINTON ON SEA PRIMARY SCHOOL**

## **CHARGES & REMISSION POLICY**

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**Head Teacher:** Mrs A. Barlow

**Ratified/Approved:** School Full Governing Body

**Chair of Governors:** Mrs M. Lowe

**Date:** Spring 2015

**Review:** Spring 2017

**Our vision at Frinton-on-Sea Primary School is to create a stimulating and positive learning community where all are valued and able to achieve their potential**

## PRINCIPLES

- We make no charge for National Curriculum or Statutory Religious Education and related activities in school time.
- We may ask for a voluntary contribution for activities wholly or partly in school time which otherwise may be prohibited by cost. No child will be excluded from any such activity on the basis of non-contribution.
- We provide support towards part or all of the cost of an activity where there are financial difficulties or the family is in receipt of free school meals. (Pupil Premium funding may be used if appropriate to provide a subsidy)
- We may charge where it enables an increase or enriches non-statutory extra curricular provision at any time.
- We support the development of all community groups use of school facilities through a flexible charging approach.

## KEY RESPONSIBILITIES

- This policy will be reviewed and amended annually by the Governing Body.

### Headteacher

- Will be responsible for drafting proposals for charges.

### Finance Officer / Consortium Manager

- Will provide effective financial administration enabling efficient budget management by the Headteacher.

### School Office Staff

- Will maintain accurate records and information of any charges or remissions made.

## ORGANISATION

### Musical Tuition

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in a group or any size, to play a musical instrument. Providing the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

## Swimming

Swimming in EYFS and KS1 is currently subsidised by the Full Governing Body but costs are reviewed on an annual basis.

## Voluntary Contributions

Although we do not charge for most of our school-time activities, occasionally we invite parents to make a contribution to make school funds go further. If a particular activity cannot take place without some help from parents/carers, this is explained to parents/carers during the planning stage. The essential point is that no pupil will be left out of an activity because his/her parents/carers cannot or will not make a contribution of any kind. It may be necessary to state that the activity will not take place if parents/carers are reluctant to support it. Contributions must, however, be genuinely voluntary. The terms of any request for contributions must be made clear:

1. That there is no obligation to contribute; and
2. that registered pupils at the school will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.

Parents/Carers who have contributed voluntarily may have a refund if their child is unable to take part in the trip through illness.

## Residential trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

## Damage to school property

Parents/Carers are asked to make a contribution towards replacing damaged or lost school property caused willfully or negligently by their children.