

Charging and Remissions Policy



Academic year	Head teacher	Deputy Assistant Heads	& School Business Manager	Chair of Governors
2022/23	Mrs R Hocking	Mr R Warren Mrs S Leaver & Mrs K McCall	Mrs E Elliott	Mrs L Gray

Policy review dates:

Review Date	Changes made	By whom	Date Shared
9.7.2019	Yes	R Taylor	
19.10.2020	Yes	R Taylor	
21.10.2021	Yes	R Hocking	Finance meeting 10.11.2021
September 2022	Staff details	R Hocking	Autumn finance

Charging and Remissions Policy

1 Introduction

Under the charging provisions of the Education Reform Act of 1988, Governing Bodies may choose to charge for certain defined activities provided a statement of their charging and remissions policy is drawn up.

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

2 Voluntary Contributions

When organising school visits, which enrich the curriculum and educational experience of the children, the school invites parents/ carers to contribute to the cost of the visit. 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.

If a parent/ carer wishes their child to take part in a school visit or event, but are unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the visit or activity. Parents have a right to know how each visit is funded and this will be detailed in permission letters.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents/ carers. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums, parks and zoo's.
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Musical events

3 Residential Visits

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 any charge for the education or travel expenses. However, we do ask parents pay the deposit value of the visit, this is to contribute towards board and lodging costs.

Any parent who, for any reason whatsoever, finds difficulty in meeting any charge that may be requested for residential visits, should contact the Headteacher for possible financial assistance. Such requests will be in strict confidence.

4 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 will give parents information about additional music tuition at the start of each academic year and request parents to express an interest if their child would like to take part.

5 Swimming

The school organises swimming lessons for a selected year group in Key stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity but invite voluntary contributions to cover the cost of transportation to and from the baths. 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 Sport & After School Activity Clubs

School activity clubs which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required to fulfil statutory duties relating to the National Curriculum or to religious education and social activities may incur a charge to cover costs.

7. GDPR

A charge may be incurred to cover costs for administrative time due to Freedom of Information Act requests.

8. Lettings

Swalwell Primary School currently has no plans to let the school site. If future plans change, a meeting will be held on a case by case basis with the company and the school business manager.

9. Other

The school would welcome any approach from parents with regard to difficulties experienced with respect to any school activity which might involve payment of monies. The school will continue to subsidise all of its school visits and events from the School Budget and/ or School Fund.

This policy statement may be subject to review or amendment at the discretion of Swalwell Governing Body.