

# Charging and Remissions Policy

## Introduction

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 residential visits, individual or group music tuition and swimming.

## Voluntary Contributions

When organising school trips or visits to 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 decide to cancel a trip. However, if the trip does still go ahead, it may include children whose parents have not paid any contribution. 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 and we do not treat these children differently from any others. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request. The Governing Body may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours, including non-curriculum activities, such as visits to museums; sporting activities which require transport expenses; outdoor adventure activities; visits to the theatre, musical events etc;
- school equipment, such as ingredients and materials needed for practical subjects, in cooking, craft, design and technology etc;
- school funds generally.

## 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 may make a charge for the additional educational provider. When appropriate, we make a charge to cover the costs of board and lodging, transport, supply teacher costs and additional 'pocket money'. The Hertfordshire Educational Foundation is a small registered charity that may be able to support pupils taking part in educational visits arranged by schools. The school makes use of this when it is considered appropriate. Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging:

- Income Support
- Income Based Jobseeker's Allowance
- Pension Credit (Guarantee Credit element) or (Income Related) Employment Support Allowance

- Child Tax Credit

### **Music Lessons**

All children study music as part of the normal school curriculum. We do not charge for this. If a child or children receive individual or group music tuition, which is not part of the National Curriculum, there will be a charge. Peripatetic music teachers would provide these lessons. Parents in receipt of state benefits may be exempt from payment.

### **Swimming**

The school organises swimming lessons for children in Key Stage Two. These take place in school time and are part of the National Curriculum. We charge for the cost of the transport and life guard.

### **Remissions**

Charges will be remitted to parents in receipt of Income Support or Family Credit, except for the board and lodgings element of residential school trips carried out mainly or wholly in school time.

### **Review**

The Governing Body will review this policy in line with its schedule for policy review.

May 2019