



# Cabot Primary School

Learn together, respect each other, achieve forever

## Charging & Remissions Policy

<b>Review Date</b>	<b>Details</b>	<b>Owned by/linked to</b>
June 2014	Updated	Resources
22.06.17	Remove ref. 'Eden'	Resources
22.06.19		Resources

## CABOT PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY

### **Rationale**

The provision of a wide range of activities and opportunities for our children makes a very valuable contribution to their education. This enriches the curriculum.

### **Purposes**

- To promote and provide a wide range of activities, clubs and trips
- To engage the support of parents/carers
- To allow all children the opportunity to take part in activities

### **Practices**

- The charges outlined below may have to be made periodically, but the school will attempt to keep them to a minimum.
- The governors reserve the right to amend the categories of activity for which a charge may be made.

### **Voluntary Contributions**

The Governing Body may seek voluntary contributions from parents towards the costs of visits both inside and outside of school hours.

Parents are given the following information in a letter at the outset of each activity:

- level of contribution
- contributions are voluntary
- activity will proceed provided sufficient voluntary contributions are received to make it economically viable
- any child whose behaviour is unacceptable in school may not be allowed to take part in the activity

Pupils will not be treated differently according to whether or not parents make a contribution.

Parents have the right to withdraw their voluntary contributions before, but not after, the booking has been made.

Parents are advised that activities planned stay within a reasonable budget over the year and approximately equal cost across the year groups.

A reminder is sent to parents who have not paid any voluntary contribution a few days before the trip.

A refund of any voluntary contribution is made if a child is absent or if a child has been prohibited from taking part due to unacceptable behaviour.

Activities where voluntary contributions may be asked for towards the cost include:

- educational day trips or half day visits
- outside providers in school
- art & design material
- design & technology materials

Costs incurred are generally to cover travel and admission.

## **Charges**

The Governing Body reserves the right to charge parents if they choose for their child to take part in the following activities:-

### After school activities

Providing expert coaches/teachers to organise after school opportunities. No refund if the child is absent. Refund if coach/teacher does not teach agreed number of sessions in the term.

### Swimming

Taking children swimming during school hours

### Instrumental Tuition

The cost of providing musical tuition, such as violin lessons. No refund if the child is absent. Refund if teacher does not teach agreed number of lessons in the term.

### Ingredients, materials and equipment

When the children are involved in practical work, parents may be charged for ingredients for Food Technology activities and materials for Design Technology and/or Art & Design activities; alternatively they may be asked to provide ingredients or materials.

## **Damage, breakages or loss**

Parents may be required to pay in full or part for any damage to the school premises or breakages / loss of school property where this is a direct result of their child's actions or behaviour. A charge of £5.00 will be made for a lost or damaged reading or library book. A charge of £1.00 will be made for the loss or wilful damage to an item of stationery e.g. ruler/exercise book.

The Governing Body has agreed that the following activities should be fully funded by parents/carers unless full funding is provided by an alternative source e.g. Free School Meals

## **Dinner money**

- Dinner money should be received on the first day of the week that the child has the dinners.
- Any payments not made by 9.15 on the day the child is having lunch will be chased by the School Office either by phone/text or letter
- The policy of the current catering contractors, states that on the first day of non-payment of dinner money they will provide a biscuit, apple and milk for the child, with no further provision after that. Whilst we recognise it is important for parents to accept responsibility, the Headteacher may use discretion to occasionally provide a child with a dinner in special circumstances, and the parent will be informed.

## **Remissions**

Where the parents of a pupil are in receipt of income support, the governing body may authorise the subsidy of: half the cost of school activities.

In cases of financial hardship, the Governing Body may invite parents to apply in confidence for the remission of charges in part or full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors. Contact may be made through a phone call. There is currently no special fund to accommodate this.