



# Charging and Remission Policy

Approved: July 2021

Next Review: July 2023





## Contents

<b>1. Introduction</b> .....	3
<b>2. Voluntary Contributions</b> .....	3
<b>3. Residential Trips</b> .....	3
<b>4. Music and Vocal Tuition</b> .....	4
<b>5. Swimming</b> .....	4
<b>6. Activities Outside School Hours</b> .....	4
<b>7. Remissions</b> .....	4
<b>8. Monitoring and Review</b> .....	4



## **1. Introduction**

Riverside Primary recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards students' all round educational experience and their personal and social development.

As a general rule, any activity or material that is required as part of normal curricular activities does not incur a cost to parents (the term parent meaning a person having parental responsibility for a student). Where required the Academy reserves the right to charge parents in accordance with the provision of the Education Act 1996.

## **2. Voluntary Contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to pay for the trip. If we do not receive sufficient payment, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any payment. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make payment, we do allow the child to participate fully in the trip or activity. 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 following is a list of additional activities organised by the school, which require payment from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.

## **3. Residential Trips**

If the school organises a residential trip 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. However, we do make a charge to cover the costs of the board, lodging and travel expenses. If parents are experiencing financial difficulties they are invited to write in confidence to the Headteacher requesting a reduced payment if they are entitled



to Free School Meals.

#### **4. Music and Vocal Tuition**

Although the law states that all education provided during Academy hours must be free, specialist music lessons are an exception to this rule. Charges may be made for tuition in playing a musical instrument, and the teaching is not an essential part of the National Curriculum. Lessons can be for either an individual student or groups of any size appropriate to the lesson and health and safety considerations.

#### **5. Swimming**

All children do receive swimming lessons as part of the normal school curriculum. We may however ask for a contribution towards the cost of the coach.

#### **6. Activities Outside School Hours**

No charge is made for activities that are outside of school hours and are part of the curriculum. However, we may ask for a contribution towards some materials plus activities that are provided by external agencies.

#### **7. Remissions**

Where the parent of a child is unable to meet any of the charges of the school, the parent can apply in confidence to the Headteacher for the remission of charges in part or full.

The Headteacher in consultation with the finance committee will make authorisation of remission.

#### **8. Monitoring and Review**

This policy is monitored on a day-to-day basis by the Headteacher, who reports to governors about the effectiveness of the policy on require.

This policy will be reviewed every two years. The policy may be reviewed earlier than this, if the government introduces new regulations, or if there are recommendations on how the policy might be improved.