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**Charging and Remissions Policy**

In caring about excellence and each other, and in promoting enjoyment and happiness through fulfilment, the members of Longton Primary School community believe in

**CARE through respect, support and togetherness**

**GROW through choice, opportunity and imagination**

**SHINE through challenge, achievement and celebration**

# School Charging Policy

# Longton Primary

## 1 Introduction

1.1 At Longton Primary School we aim to provide an exciting and inspiring curriculum with a variety of extra curricular opportunities. All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we may charge for some additional extra activities such as individual or small group music tuition and request a voluntary contribution to allow school to offer activities or experiences which otherwise might not be possible. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers.

**2 Aims and Objectives**

2.1 The aims of this policy will:

* + set out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers;
  + clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

## 3 Voluntary contributions

3.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we would have to cancel the trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others. Other parents do not contribute to the shortfall in costs.

School will request a voluntary payment from parents/carers for all school trips. Parents and carers have a right to know the cost of each trip, and school provides this information on request. Payment for an activity must be complete, where possible, three weeks before a visit is due to take place. This will allow decisions to be made as to whether the trip/visit should be cancelled due to lack of contributions.

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

* visits to museums;
* fieldtrips and research visits;
* sporting activities which require transport expenses;
* outdoor adventure activities;
* visits to or by a theatre company;
* school trips abroad;
* musical events.

## 4 Residential visits

4.1 If the school organises a residential visit in school time, or mainly in 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 suggest a voluntary contribution to cover the costs of board and lodging. If we cannot raise sufficient funding through these voluntary contributions, the visit would have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

4.2 On other residential trips that take place wholly, or mainly, during school hours, the school will charge for the cost of board and lodging at the actual cost of the provision.

## 5 Music tuition

5.1 All children study music as part of the normal school curriculum. We do not charge for this.

5.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers.

## 6 Swimming

6.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

## 7 Additional after school activities

7.1 The school staff offers additional after school activities. There is a small charge for these activities to cover the costs of materials or additional sporting equipment that is necessary for the activities to run. All pupils who have SEND/ FSM are always offered a space for these clubs.

## 8 Before and after school club

School charges ALL pupils for the before/after school club. This cost rises with wage increases of the staff that run the club. Children attending the club are charged:

• per day/per pupil for a 7.30am start time.

• per day/per pupil for a 5.45pm start time.

## 9 Uniform

The Uniform Policy requires all children to wear a branded burgundy school sweatshirt/cardigan/Polo Shirt and a coloured PE Tshirt. Branded uniform is available from Justs in Penwortham, is reasonably priced and of good quality and value for money. Trousers/Skirts etc can be purchase from other shops and do not need to be branded. We believe in recycling to save the plant. We kindly ask you to donate the uniform to school once your child has grown out of them. We have a large stock of uniform that you are welcome to make free use of.

## 10 Loss or Damage

Governors reserve the right to ask parents to pay for the cost of replacing items such as:

• Damaged or lost text/reading books - £4.00

• Replacement award badges - £1.00

• Damaged or lost exercise books/stationery items

• Any item damaged as a result of unsatisfactory pupil behaviour

## 10 Remissions

The Governing Board may from time to time decide to remit all or part of the cost of activities involving particular pupils. The Governing Board will invite parents to apply in confidence for the remission of charges. Authorisation of remission will be made by the Headteacher on behalf of the Governors. All parents, however, will have the right of appeal to the Governing Board, normally represented by the Chair or Vice Chair of Governors