

# **Ludworth Primary School**

## **Charging and remissions and expenses Policy**

### **General Principles**

The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

### **1 Introduction**

1.1 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 music tuition.

### **2 Voluntary contributions**

2.1 When organising educational visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of that visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

2.2 If a parent wishes their child to take part in an educational visit but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the 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.

2.3 The following is a list of additional activities organized by the school, which require voluntary contributions 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;
- Day educational visits
- Musical events

### **3 Residential visits**

3.1 The opportunity to take part in a residential visit alternately either to Robinwood or Edinburgh is offered annually to Key Stage 2 children in year's 5 and 6. As this experience is not part of the National Curriculum and is offered by an external provider, a charge is made for the visit. Parents are offered the opportunity to pay in regular installments to make the visit affordable to all.

### **Poverty Proofing the School Day**

School has worked with Children North East to audit the school day in terms of ensuring that equal experiences are had by all children, regardless of the family's financial status.

As part of this, school adds a statement to all letters about costs of trips and visits stating: *Finance should not be a barrier to your child enjoying this trip / visit. If you have any concerns regarding this, please contact the school office and ask to speak to the head teacher.*

This has been used to either reduce the full amount of the visit, extend the time period for payment, or in some cases, completely supplementing the whole amount payable for the visit using Pupil Premium funds set aside for this purpose, as set out in our Pupil Premium Strategy.

When school is aware of 'in work' hardship being a barrier for a family in paying for a trip or visit, the school applies the same policy, even if the child does not attract Pupil Premium Funding.

#### **4 Music tuition**

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

4.2 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. There is a charge for these lessons. Parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year. Should an opportunity arise where free tuition were available the school would take advantage of this scheme.

#### **5 Swimming**

5.1 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 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 Football**

6.1 The school offers additional football coaching after school. A qualified football coach, who is not a member of the school staff, runs and organizes these sessions. When this is the case we could ask for a small donation for these sessions.

#### **Breakages and Damage to School Property**

The Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

#### **Other charges**

The Head Teacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

#### **Review**

The Governing Body reserves the right to review and amend this policy statement from time to time, as appropriate.