



**FULFEN**  
Primary School

Leading the way  
to a brighter future

Love of Learning... Encouraging... Adaptable... Determination...

# Charging & Remissions Policy

**Date Written: September 2023**

**Review Date: September 2024**



### **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 individual or group music tuition.

### **Voluntary contributions for activities as part of the Curriculum**

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.

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, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

If appropriate and funds allow, the school may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

### **Music Tuition**

All children study music as part of the normal school curriculum - we do not charge for this. Extra-curricular clubs such as choir or recorder are also without charge.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid directly to the school which organises peripatetic music teachers through a service level agreement with Staffordshire Music Department to teach individuals or small group lessons on the school site.

We reserve the right that if payment is not made on behalf of a child that lessons will be withdrawn. Letters will be sent to parents/carers to inform them of any monies owing before such a decision is taken.

We give parents information about additional music tuition during the summer term prior to the start of each academic year.

### **Swimming**

The school organises swimming lessons for two year groups of children. Lessons take place in school time and are part of the National Curriculum. We do not ask for a voluntary contribution to cover the cost of transport to and from the pool, provision of a lifeguard/specialist teacher and hire of the pool itself. We inform parents when these lessons are to take place and we ask for their written permission for their child to take part in these.



### **Optional Extra Activities**

(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education)

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses;
- music tuition by peripatetic music teachers employed by Staffordshire County Council
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events.
- provision of personal iPads
- contribution towards resources for some after school clubs

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents / carers at the outset. We will also make it clear that there is no obligation for parents / carers to make a contribution and notify parents / carers whether assistance is available.

No child will be excluded from an activity simply because their parent / carers are unwilling or unable to pay. If a parent / carer is unwilling to pay, their child will still be given equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and if the school does not choose to fund it via some other source, the activity will be cancelled.

### **Activities not run by the School or Local Authority**

When an organisation acting independently of the school or Local Authority arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents.

### **Residential Visits**

The school organises an annual residential visit for Year 5 and 6 children. The cost of this trip includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.



## Charging & Remissions Policy

The cost of this trip will be based on travel costs, entrance to sites, materials and charges for activities experienced. The governors' policy is for the school to cover the cost of any additional teacher time necessary to lead the trip or subsequent follow up work.

Where available, sponsorship will be provided for children of families on various forms of benefit, income support or in special circumstances to enable them to take part in the option of their choice. This is stated clearly on letters and is dealt with discretely and in confidence by the Headteacher. Parents will be given the option of a payment plan to spread the costs of the residential visit.

### Charging in Kind

The cost of ingredients, materials, equipment, etc., needed for practical subjects, such as food technology or DT, is budgeted for and borne by the school. However, the school may charge for, or require the supply of ingredients and materials, if the product is to be owned and taken home by the child afterwards, e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

### Breakages & Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost text books & equipment
- replacement reading books or homework diaries
- any item damaged as a result of unsatisfactory pupil behavior

### Special Needs

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.



## Charging & Remissions Policy

### **Before & After School Club and Holiday Clubs:**

All sessions for Fulfen Club places must be booked via the Fulfen Club booking form. The booking forms must be signed by the parent / carers to agree to the terms & conditions including the payment of all sessions pre-booked even if the child does not attend.

Payments for Fulfen Clubs (Before & After School and Holiday clubs) will be invoiced by the 3<sup>rd</sup> week of a month for all sessions requested by the parents / carers for the following month.

Payment must be made for the following month sessions by the last day of the month invoiced in.

For example: October Club places - invoiced by 3<sup>rd</sup> week of September for payment no later than last day of September.

Late payments may result in children not being accepted into Club sessions.

If payments are made using childcare vouchers (not directly via Parent Pay) a screen shot of the payment must be sent to [fulfenclubfinance@fulfen.staffs.sch.uk](mailto:fulfenclubfinance@fulfen.staffs.sch.uk) to confirm payment has been made by the last day of the month as above.

### **Fulfen Pre-School:**

Any hours in pre-school wrap around that are not covered by EEF funding are chargeable. This includes lunch sessions and school meals.

All payable (non-funded) sessions for Fulfen Pre-School places must be booked via the Wrap-around Session Booking Form. The booking forms must be signed by the parent / carers to agree to the terms & conditions including the payment of all sessions pre-booked even if the child does not attend.

Invoices will be sent out by the 3<sup>rd</sup> week of a month for all sessions requested by the parents / carers for the following month.

Payment must be made for the following month sessions by the last day of the month invoiced in.

For example: October places - invoiced by 3<sup>rd</sup> week of September for payment no later than last day of September.

Late payments may result in children not being accepted into sessions.

If payments are made using childcare vouchers (not directly via Parent Pay) a screen shot of the payment must be sent to [nursery@fulfen.staffs.sch.uk](mailto:nursery@fulfen.staffs.sch.uk) to confirm payment has been made by the last day of the month as above.

### **Late Payments for Club and Pre-School:**

If payments are received later than the specified deadlines then a late payment fee of £5 may be charged.

File location: GovernorHub - Approved Policies Folder/School - Approved Policies Folder

