



# **Milecastle Primary School**

## **Charging & Remissions Policy**



## MILECASTLE PRIMARY SCHOOL

### CHARGING POLICY

#### INTRODUCTION

All education during school hours is free. Milecastle does not charge for any activity undertaken on site as part of the Foundation Stage Curriculum or National Curriculum or for books or other resources used for teaching and learning.

#### AIM

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions may be requested from parents. This policy sets out how we will do our best to ensure a good range of activities is offered to children and, at the same time, minimise any financial barriers which may prevent some children from taking full advantage of the opportunities on offer.

#### RESPONSIBILITIES

The Governing Body of the school is responsible for determining the content of this policy and the headteacher for its implementation.

#### PUBLICATION OF INFORMATION

This policy will be posted on the school website.

#### CHARGES

##### 1. RESIDENTIAL VISITS

If the school organises a residential visit which takes place 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. However there will be a charge to cover the costs of board and lodging. If parents/carers are experiencing

financial difficulties connected to paying these costs they are invited to contact the headteacher in confidence. An arrangement can be made for these costs to be paid in instalments. This instalment payment is also offered to all parents.

If any parent is in receipt of Free School Meals, charges in respect of board and lodging will be remitted in full. School will need to be provided with proof of entitlement.

School may also make the decision to subsidise the cost of the residential using other funds e.g. Pupil Premium funding.

## 2. MUSIC TUITION

All children study music as part of the normal school curriculum. We do not charge for this. If a child receives individual music tuition (e.g. guitar) from an external tutor the cost of the lesson will be charged to parents/carers. School will make every attempt to keep the cost of these lessons as low as possible.

## 3. ACTIVITIES OUTSIDE SCHOOL HOURS

- EXTRA-CURRICULAR ACTIVITIES PROVIDED BY STAFF

These are delivered voluntarily by school staff and there is no charge.

- EXTRA-CURRICULAR ACTIVITIES PROVIDED BY A THIRD PARTY

There is usually a charge for these activities which is paid to the provider. School will try to negotiate the cost paid so that it is as reasonable as possible. On some occasions school will subsidise the cost of the activity using the P.E. and Sport Development Grant.

## 4. DAMAGE/LOSS OF SCHOOL PROPERTY

In cases of wilful or malicious damage to school equipment (e.g. musical instruments) or loss of school books (library, reading books) the headteacher may decide that it is right to make a charge to cover the cost of replacement or repair. Damage to school property is very rare and each incident will be dealt with on its own merit.

In the case of a lost or damaged book which was taken home, a nominal charge is requested to partially cover the cost of replacement. This will be refunded if the book is subsequently found and returned.

## 5. LETTINGS

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities and subject to approval of the activity and group

making the lettings request. A charge for cleaning and heating will be levied. Please refer to the school's Lettings Policy. Appropriate charges will be decided by the Governing Body.

#### 6. OTHER CHARGES

The headteacher, finances sub-committee or Governing Body may levy charges for miscellaneous services up to the cost of providing the service e.g. printing or photocopying.

#### 7. VOLUNTARY CONTRIBUTIONS

When organising educational visits or other activities which enrich the curriculum and learning opportunities for the children, the school may invite parents/carers to contribute to the cost of the visit. Staff consider carefully and discuss the benefits and cost of the visit with the headteacher before any visit is booked. All contributions are voluntary and no pupil will be excluded from an activity because a parent/carer cannot or does not wish to contribute to the cost of the activity.

If there are insufficient voluntary contributions the visit may be cancelled and a possible alternative arranged. On some occasions school will subsidise the cost of the visit/activity to reduce the contribution requested of parents/carers.