



Willoughton Primary School

## The Cliff Federation Charging and Remissions Policy

<u>Policy Information</u>			
<b>Status:</b>	Statutory	<b>Reviewed by:</b>	Full Governing Board
<b>Cycle of Review:</b>	Annually	<b>Policy Ratified</b>	January 2023
<b>Signed as accepted:</b>			

### 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.

The charges we set for activities are in accordance with the Local Authority's guidance on charging for activities in schools.

### Voluntary contributions

When organising school trips or visits that enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may need to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. 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 a voluntary contribution, 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 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 that require transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- School trips abroad;
- Musical events.
- Presentations and visitors to school
- Residential visits

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If the school organises a residential visit we do make a charge to cover the costs however if there is insufficient contributions the trip may be cancelled.

Parents who receive the following benefits may seek further advice with the Headteacher:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs);
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

Payment Plans are made available to any family well ahead of any planned residential trips.

### **Music Tuition**

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

There is a charge for individual or group music tuition if this is not part of the National Curriculum. If required the peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of Income Support, Disability Working Allowance or income-based Jobseekers Allowance are eligible to apply for the LA remission scheme. No charge will be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

We give parents information about additional music tuition at the start of each academic year.

### **Swimming**

The school organises swimming lessons for all children in Key Stage 2. These take place in school time. We inform parents when these lessons are to take place for their child to take part in swimming lessons. We ask for voluntary contributions towards the additional costs of this activity

### **Hot School Meals**

The school purchases hot school meals for parents wishing their children to receive such meals from a local contractor. A charge is made for these meals payable weekly in advance.

Parents in receipt of Income Support, Disability Working Allowance or income-based Jobseekers Allowance are eligible to apply for free school meals.

### **Lettings – See Lettings Policy**

Charges for the use of school premises for private hire are made in accordance with LA guidance for Lettings Fees. The finance administrator has this guidance, which is available on request.