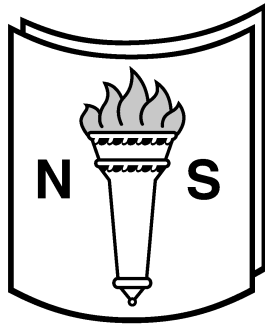


Newberries Primary School



Charging and Remissions Policy

Play Together, Learn Together, Achieve Together, Grow Together

Date: April, 2026 (Annually)
To be reviewed: April, 2027

NEWBERRIES PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

INTRODUCTION

The Governing Body recognises the valuable contribution that additional activities can make towards the children's personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional activities.

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 which may prevent some pupils taking full advantage of the opportunities.

CHARGES

The Governing Body reserves the right to authorise a charge in the following circumstances for activities organised by the school:

Activities outside school hours

The full cost for each parent for activities deemed to be optional extras taking place outside school hours such as theatre and concert visits, residential trips.

After School Club

A charge will be levied for pupils attending this wrap-around care service, to cover staffing and any essential expenses incurred by the school e.g. loss of hirings, refreshments, resources, energy bills.

Parents will be expected to pay for their session when they book, or to have sufficient funds in their account if using Childcare Vouchers. Refunds will only be given if cancellations are made due to the child being absent from school through illness or in a situation deemed exceptional.

Charging in kind

The Governing Body may charge for ingredients and materials or require them to be provided, if parents have indicated in advance that they wish to own the finished product.

The Governing Body may also charge for the cost of repair and/or replacement of items wilfully damaged or loaned and subsequently damaged or lost.

Group or Individual Instrumental Tuition during or outside school hours.

The cost to the parent for providing optional group or individual instrumental tuition. This is managed directly between the Parent and Herts Music Service.

Independent School Admission Reports

The school receives a high number of requests from families applying to independent school settings. A nominal charge is made to cover administration expenses relating to this.

School Meals

Parents should ensure that they have a positive balance in their Arbor Meal Account prior to their child accessing a school meal. Reminders are sent out daily to families whose balance is falling below £0, to help them to manage this.

Families who are in arrears by more than £10, are reminded that we may not be able to provide a school lunch for their child if their account is not rectified. Families are urged to contact the school office if they are experiencing any financial difficulties.

Damage to Property

Where school property has been wilfully damaged by a student the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Head Teacher and dependent on the situation.

REMISSION

The school gives consideration to the reduction of charges to parents or carers whose children are in receipt of Pupil Premium.

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentiality.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, for pupils registered as Pupil Premium. Please contact Peri Shekho, School Business Manager to discuss as soon as possible should you wish to be considered for remission.

VOLUNTARY CONTRIBUTIONS

Legislation does not prevent the school from asking parents for a voluntary contribution towards the cost of a given activity or visit. This contribution, however, must be optional, and with prior parent agreement.

Parents are asked therefore to contribute voluntarily towards the cost for:

- Educational visits to museums, theatres and other sites of interest which support the children's learning.
- Sporting activities which require transport expenses, including swimming.
- Outdoor adventure activities.
- Visits by authors, poets, environmentalists, scientists, musicians, theatre groups and other experts who come into school to extend the children's knowledge and experience.
- Group instrumental tuition that is deemed to be required by the National Curriculum.

Residential Trips

The Governing Body will charge parents for residential trips and activities. Where the trip takes place wholly or mainly during school hours, the parents of children for whom the school receives pupil premium, may be eligible for financial support towards the cost of the trip.

Please note:

As of 1st January 2010, HM Revenue & Customs withdrew the concession that permitted trip providers who act as tour operators to issue VAT invoices to schools who book travel packages with them. A travel package will normally include elements such as accommodation, transport, visits and activities.

The consequence of this change is that there will be no VAT element that schools can reclaim from HCC on curriculum trips booked through tour operators. Therefore when costing trips, the total price quoted by the tour operator must be budgeted for in terms of identifying the individual charges to pupils.

School Outings and Day Trips

School outings and day trips only operate if parents provide the voluntary contribution suggested by the school. If only some were to do this and it was considered that insufficient funds were available to make the proposed activity viable, the school outing or day trip may be cancelled.

The school looks forward to the support, understanding and generosity of parents.

The Governing Body may from time to time, amend the categories of activities for which a voluntary contribution or charge be made.

Standard paragraph appended to all letters to parents where voluntary contributions are applicable, in this example, school visits:

'The contribution for this trip is £..... and this includes the cost of admission fees, centre led sessions and transport. We are required to advise you that although there is no obligation to make a contribution and that no student will be treated any differently according to whether or not their parents have made a contribution. However, this trip may not be able to take place without contributions from parents nor if insufficient funds are received. If any parent requires financial assistance, please contact the school office, as the school may be able to help.'

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 and group music tuition if this is not part of the National Curriculum. The peripatetic music teachers at Herts Music Service teach individual and/or small group lessons: Parents in receipt of certain 'means tested' benefits may be entitled to financial support for music tuition, please contact Herts Music Service for further information.

Music fees are invoiced to the parents directly from Herts Music Service. For full terms and conditions please contact the service provider.

SCHOOL MILK

All children can access school milk at the parents request. School Milk is chargeable the term after their 5th birthday. Charges are set and parents invoiced directly from Cool Milk and not the school. For full terms and conditions please contact Cool Milk.

SWIMMING

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 ask for a voluntary contribution

towards the cost of transport and tuition. We inform parents when these lessons are to take place, and ask parents for their written permission for their child to take part in swimming lessons.

Standard paragraph appended to all letters to parents where voluntary contributions are applicable, in this example, swimming lessons:

‘As swimming is part of the National Curriculum, we must provide this activity even though we receive no specific funding from the County Council. Although there is no obligation to make a contribution and no student will be treated any differently according to whether or not their parents have made a contribution, any shortfall must be made up from school funds, which would then be unavailable for other curriculum areas.’

As a result, Governors have agreed that we should ask parents/carers to make contributions to cover the cost of swimming lessons. If any parent requires financial assistance, please contact the school office, as the school may be able to help.

REFUNDS

It is the school's policy to refund surplus amounts made on any particular activity, if that amount exceeds 5% of the cost of the trip per child for residential trips, £5 per child for all other activities. Amounts less than this will be absorbed within the school's funds for related expenditure.

Swimming: Children are not refunded for days when they have been absent from school, unless at the discretion of the Head (e.g. long term illness or injuries).

Arrangements for monitoring and evaluation:

The Resources Committee of the governing body will monitor the impact of this policy by receiving regular financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. The school will seek to evaluate the impact of the school's extended services on those children most in need of additional support.