

Aspley Guise Lower School

Growing Together, Aiming High



Charging and Remissions Policy

September 2019

Review: September 2021

Introduction

As a principle, education provided for children attending the school is free during normal school hours. Generally, we do not charge for any activity undertaken as part of the school/national curriculum with a few exceptions outlined below.

The purpose of this policy is to outline the principles by which we ensure pupils have full access to a broad and balanced curriculum and the mechanisms through which parents may be asked to contribute

Calculating charges

When charges are made for any activity, whether during the day or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. We will also take into account additional charges the school incurs as a result of additional administration time and external charges the school has to meet e.g. cost of school money. The principle of best value will be applied when planning activities that incur costs to the school and/or charges to the parents.

Voluntary contributions

When organising school trips or visits which 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, however 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. They will be funded from the school's General Budget.

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 and the school will provide this information on written (either physical or electronic) request.

The following are examples of additional activities which from time to time may be organised by the school, which in order to be viable, may require voluntary contributions from parents.

This following list is not exhaustive:

Visits to museums, theatres, places of interest/learning linked to curriculum topics

Sporting activities which incur transport expenses

Visiting theatre groups

Musical events

Themed history workshops e.g. Tudor workshop

Education centre visits

Residential visits

If the school organises a residential visit in school time or mainly school time, we do make a charge to cover the costs of accommodation and travel. The school may agree to use Pupil Premium funding to support specific pupils. The Headteacher will consider sympathetically other cases of genuine need where families may seek help with these charges and will remit those they feel necessary from the school's budget.

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 musical instrument tuition if this is not part of the National Curriculum. The peripatetic musical instrument teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits are exempt from payment. We provide details of costings about additional musical instrument tuition on a termly basis.

P.E.

There is no charge for P.E. lessons that occur on the school site during school time. However, there is an expectation that parents/carers purchase the necessary P.E. kit to enable the pupils to take part. Conversely, where a child is unable to participate in statutory P.E. sessions for medical reasons, the school expects the parent to provide written evidence from the child's doctor to confirm this.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make a charge for this activity. We inform parents when these lessons are to take place.

Out of School Hours Learning

A wide range of after-school clubs are run by the school. Where these clubs take place out of school hours, a charge may be made in order to cover the cost of running the sessions and to pay for specialist coaches.

The Resources Committee of the Governing Body will monitor the impact of this policy by regularly reviewing the income and expenditure of all activities where charges are levied, investigating any shortfall and the funding of it.

School Meals

The school asks that parents pay in advance for school meals. School meals are paid in advance.

Where there is a delay in payment, parents will be reminded of the costs/provided with an outstanding invoice (via the school's Teacher 2 Parents/School Money system).

If parents have difficulty meeting the costs of the meals, they should contact the school to arrange an appointment with the Headteacher. This will be an opportunity to discuss ways forward e.g. an extension to deadlines, creating a payment plan, external agency support, an application for free school meals.

If there is a significant invoice outstanding and a second reminder has been sent, parents will be asked to provide a packed lunch for their child until the invoice has been paid.

In extreme circumstances, where a parent is unable or unwilling to pay the invoice and will not provide a packed lunch for their child, the school will provide a packed lunch until a meeting with the parent has occurred and a satisfactory way forward has been agreed.

Wrap Around Care Provision

The school asks that parents pay in advance for the school's wrap around care provision (ie. "Early Birds"). This should be paid in advance.

Where there is a delay in payment, parents will be reminded of the costs/provided with an outstanding invoice (via the school's Teacher 2 Parents/School Money system).

If parents have difficulty meeting the costs of this provision, they should contact the school to arrange an appointment with the Headteacher as soon as they become aware that they cannot meet this cost. This will be an opportunity to discuss ways forward e.g. an extension to deadlines, creating a payment plan, external agency support, an application for free school meals.

If the parent is unable or unwilling to pay the invoice in good time, the parent will be informed that their child will no longer be able to attend the provision until the issue has been satisfactorily resolved and full payment made.