



KENSWORTH PRIMARY SCHOOL

Charges, Remissions and Contributions Policy

KPS-020

This Policy covers the following areas of interest

- Charges, Remissions and Contributions

Agreed by	The Full Governing Body
Signed	x  Anthony Todd (Chair of Governors)
Date	17 th March 2017
Next Review Date	June 2018



Introduction

All education during school hours is free; however any extra activities such as trips or visits to enhance the curriculum may incur requests for voluntary contributions to cover the costs. The school does not charge for any activity undertaken as part of the National Curriculum, with the exception of individual or group musical tuition and swimming lessons. The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

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. 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

Visits and journeys during and after school hours:

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. If insufficient voluntary contributions are received, the trip may be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution. These children will not be treated 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, the school allows 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.

Activities during school hours:

From time to time, parents may be asked to contribute towards costs of Design and Technology resources. (For example, cooking ingredients and other specialist materials). In such cases the end products will become the property of the parents and may be taken home on completion.

Residential visits:

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, it does not make any charge for the education. However, the school does make a charge to cover the costs of board, lodging and transport.

Music tuition:

All children study music as part of the normal school curriculum and no charge is made for this. The full cost for optional activities outside the National Curriculum such as music lessons can be charged. Charges may be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing.



Swimming:

The school organises swimming lessons for all children in Years 3 & 4. These take place in school time and are part of the National Curriculum. A small charge is made for this activity towards the cost of transportation. The school informs parents when these lessons are to take place, and asks parents for their written permission for their child to take part in swimming lessons.

Remission

The Head Teacher and Governors will consider sympathetically cases of genuine need seeking help with these charges and may offer to remit, in part or in full, the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum. Applications in this instance need to be made to the Head Teacher.

The Governing Body may wish to remit in full or in part the cost of other activities for parents in receipt of certain state benefits using Pupil Premium funding. When arranging a chargeable activity such parents will be invited in confidence to apply for the remission of charges in full or in part. The Head Teacher, in consultation with the Chair of Governors, will make authorisation for such remission.

The Finance 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

Monitoring and Review

It is expected that this policy will be reviewed at least every two years as part of the Governing Bodies policy review process.