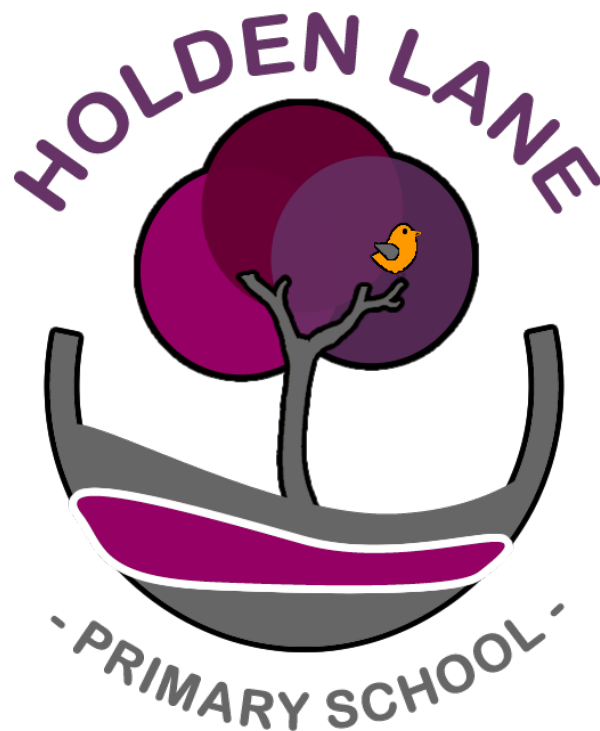


HOLDEN LANE PRIMARY SCHOOL



Charging and Remissions Policy

March 2023

Working Together, Learning for Life

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1 Introduction

- 1.1 This charging policy has been compiled in line with Department for Education requirements and in accordance with Section 457 of the Education Act, 1996. At Holden Lane Primary School we believe that all children deserve to receive the best opportunities that we can offer. Our vision is working together, learning for life. To achieve this we offer a range of activities.
- 1.2 This policy sets out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents or carers; clarifies how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

2 Activities in school

- 2.1 No charge will be made for admission to a maintained school or for education provided within school hours. No charges may be made for any education provided outside the school hours, which is required as part of an examination syllabus. Appropriate sports clothing will be provided by parents and not by the school.
- 2.2 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we may charge for some additional extra activities such as individual or small group music tuition or sports coaching that is not part of the curriculum. Educational visits are an important part of learning, but it is usually essential for a coach to be hired and there is often a cost for admission to the activity charged by a third party. Obviously this means that a cost occurs.

3 Voluntary contributions

- 3.1 When organising educational visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit or an event. If a visit or event goes ahead, it will include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.
- 3.2 If a parent wishes their child to take part in an educational visit 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.

4 Textbooks and Materials

- 4.1 Textbooks and materials used in the classroom are provided free of charge. Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used as determined by the headteacher.

5 Residential visits

- 5.1 If the school organises a residential visit 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 or travel expenses. However, we do require parents or carers to pay for the costs of board, lodging and insurance. Where a parent or carer is in receipt of a qualifying benefit a remission of the board and lodging cost will be granted in line with paragraph 13 of this policy. If we cannot raise sufficient funding, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

6 Music tuition

- 6.1 All children study music as part of the normal school curriculum. We do not charge for this. We may charge for individual music instrumental lessons where these are provided in addition to the school curriculum.

7 Swimming

- 7.1 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 make no charge for this activity. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

8 Additional sports coaching

- 8.1 The school is sometimes able to secure the services of a qualified sports coach. It may be necessary for the school to make a charge for this service and so children attending these sessions may be asked to contribute financially toward the cost of the coaching session. The cost of these sessions will be notified separately to parents and carers. The school does routinely offer additional sports coaching after school.

9 Catering

- 9.1 The school engages the services of the City Catering Service to provide lunches. A charge will be made for the cost of lunch. Where a parent and carer has entitlement to free school meals no charge is made for a school lunch.

10 School Uniform

- 10.1 School uniforms and ties are purchased from a designated supplies and are available from National Schoolwear Centre. All new pupils receive their first uniform free of charge.

11 Hire of Rooms

- 11.1 It is possible to hire rooms in the school subject to the hirer meeting the requirements of the school Lettings Policy. Hire costs are set out in the charging's and lettings policy.

12 Damage/Loss to Property

- 12.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

- 12.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

13 Monitoring and review

- 13.1 This policy is monitored by the governing body, and will be reviewed every three years or sooner if necessary.

Next Review Date: March 2024