



## **POOL HAYES PRIMARY SCHOOL**

### **Charging & Remissions Policy**

#### **1. Introduction**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' 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 pupils of the school and as additional optional activities.

#### **2. Voluntary contributions for activities as part of the Curriculum.**

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.

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 child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

#### **3. After School Clubs**

The school organises after school activities and clubs. Most of these are carried out by outside agencies and it is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil.

#### **4. Swimming**

The school organises swimming lessons for one year group of children. Lessons take place in school time and are part of the curriculum. We may ask for a voluntary contribution to cover the cost of transport to and from the pool, provision of a lifeguard/specialist teacher and hire of the pool itself. We inform parents when these lessons are to take place and we ask for their written permission for their child to take part in these.

#### **5. Optional Extra Activities**

(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education).

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance.

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- School trips abroad;
- Musical events

#### **6. Activities not run by the School or LA**

When an organisation acting independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisation may charge parents.

#### **7. Residential Visits**

The cost of residential visits will include board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced. Children of families on forms of benefit (income support, job seekers allowance, child tax credit or pension) are entitled to Pupil Premium which may be used to cover the cost or they may be given additional time to pay for the visit.

#### **8. Charging in Kind**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards, e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

#### **9. Breakages and Fines**

The governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- Broken windows
- Defaced, damaged or lost text books

- Replacement reading or homework diaries
- Any item damaged as a result of unsatisfactory pupil behaviour

#### **10. Special Needs**

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

#### **11. Facilities**

The school on occasions hires out the school hall. At such times it is the governors' policy that the hirer will pay the recommended costs suggested by the Local Authority and pay the appropriate insurance cost. (See 'Conditions for Hiring a Room and Booking Form – attached).

The hiring out of school equipment e.g. computers, marquees etc. is not allowed.

#### **12. Staff**

The use by staff within the school of telephone, stamps or photocopier for private purposes is not allowed.

#### **13. Review**

There will be an annual review of this policy by the full governing body.

**Signed:**

**Date: Autumn 2022**

**Review date: Autumn 2023**