

MAYBURY PRIMARY SCHOOL

Charging and Remission Policy

Updated: Autumn 2019





Maybury Primary School

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Charging and Remissions Policy

Mission

Our values-based school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Our children learn to become resilient and self-assured in an environment where safety is outstanding. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

Vision statement

“Everyone is a learner and every experience is a learning opportunity.”

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.

Maybury Primary School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences.

Any charges made by the school must meet the requirements of the Education Reform Act 1996.

Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

Day Trips

- Charges levied for day trips will represent the reasonable cost of providing the trip.
- Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.
- Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip.
- Once a trip has been paid for, there will be no reimbursement for absentees on the day.
- Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected.

Children in receipt of Pupil Premium funding may receive a discount on trips. Any shortfall is to be met from the School Fund.

- Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
- Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Experiences offered in School

- Each phase is responsible for providing enhanced learning experiences within school.
- The cost of providing these experiences is to be met by a voluntary contribution sought from parents of children within the phase who will benefit. The school will subsidise where possible from either the phase budget or school fund or pupil premium, where applicable,
- Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is received.
- No child is to be prevented from participating because a voluntary contribution has not been received but parents will be encouraged to pay.
- Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.
- Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Residential Trips

- Charges levied for residential trips will represent the reasonable cost of providing the trip
- Children in receipt of Pupil Premium funding may receive a discount on trips.
- An initial deposit is usually requested for such residential trips with the remaining cost paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required.
- Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trips as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
- Children will be treated equally regardless of the payment made by their parents.

Contribution to the School Fund

- The school fund exists to enhance the learning experiences of the children at Maybury Primary School. It could be used to provide, for example, visits from theatre companies, the educational workshops or curriculum related workshops.

- Contributions to the fund are made by local charities and commission from organisations using the school, fundraising and out of school activities.
- If an activity cannot be funded without voluntary contributions it will be cancelled.
- The school may charge for clubs outside of normal school hours that are not part of the National Curriculum. The cost to be made for materials, resources or staff charges will not exceed the cost of the optional extras divided by the number of pupils participating.

Remissions policy

Parents of Pupil Premium pupils may request assistance with charges in instances where parents are asked to contribute towards the cost of a school activity. Any parent who thinks they may qualify for Free School Meals and therefore Pupil Premium should contact the school office who can provide them with an up to date list of the criteria and provide further support in completing the necessary paperwork.

Parents of non-Pupil Premium pupils, who are in need of financial assistance are invited to apply in confidence to the Headteacher for partial or full remission of charges.