

# SIR ROBERT GEFFERY'S SCHOOL

## CHARGING AND REMISSIONS POLICY

### 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.

### 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.

If appropriate, and funds allow, the School or Friends may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

### Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular musical clubs provided by the school are also without charge.

There is a charge for individual or group music tuition if this is not part of the curriculum. This is delivered by either the Cornwall Music Service Trust or private peripatetic music teachers. All parents are charged directly by the providers, and not the school. Parents and carers in receipt of income support or disability allowance are entitled to subsidies.

We give parents and carers information about additional music tuition at the start of each academic year, and if opportunities become available during the year.

### Swimming

The school organises swimming lessons for two year groups each year. Lessons take place in school time and are part of the curriculum. We ask for a voluntary contribution to cover the cost of hire of the pool and provision of specialist teachers and lifeguards. Sports Premium funding is used to cover the cost of transport and any top up swimming lessons required to meet PE National Curriculum guidelines for

11 year olds. We inform parents when these lessons are to take place and we ask for written permission for their child to take part in these.

### **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;
- Musical events

### **Residential Visits**

The school organises an annual residential visit for both Year 5 and Year 6 children. The cost of this trip includes 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, jobseekers allowance, child tax credit or pension) will only be charged for board and lodging on the residential visit.

Voluntary contributions for these trips are requested from parents. If we do not receive sufficient voluntary contributions, we may cancel the activity.

### **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.

### **Breakages & 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.

### **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.

### **Remissions**

Students whose parents are in receipt of government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support (IS)
- Job Seekers' Allowance (Income-Based) and equal based Job Seekers Allowance
- Income Related Employment and Support Allowance (ESA-IR) and equal based Employment and Support Allowance
- Child Tax Credit (CTC) with an annual income of less than £16,190
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Guarantee Element of Pension Credit (GPC)
- Immigration and Asylum Act 1999 (IAA) Support
- Universal Credit - Your household income must be less than £7,400 a year (after tax and not including any benefits you get) as assessed by earnings from up to three of your most recent assessment periods

Parents who believe that they may qualify for this remission must apply in writing to the Headteacher.

### **Review**

This Policy was reviewed by the Finance Committee

On: 11<sup>th</sup> July 2019

To be reviewed: Biannually