



# John Clare Primary School

*Inspire - Nurture – Celebrate*

## Charging and Remissions Policy

### Editions and Revisions:

Reviewed	March 2025
Approved by Local Governance Committee	26 <sup>th</sup> March 2025
Next Review Date	March 2027

### **Purpose**

The headteacher and Local Governance Committee recognise the value of providing a wide range of experiences and opportunities to enrich and extend our children's learning and to contribute to their personal development. At John Clare Primary School we aim to promote and provide such experiences through both a broad and balanced curriculum and additional optional activities.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

### **Prohibition of charges**

The Local Governance Committee recognises that the legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

### **Admissions**

There is no charge for admissions.

### **School Meals**

There is no charge for children who are entitled to Free school meals or universal infant free school meals. Pupils who are not entitled will be charged a set amount per day as decided and approved by the Local Governance Committee.

### **Public Examinations**

There is not charge for examination that are part of the curriculum and on the school's set examinations list where children have been prepared for the examination by the school.

### **Voluntary contributions**

When organising school trips or 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 for day trips and visits are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not made any contribution. 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, we do allow the child to participate fully in the trip or activity. The identity of the child or parents who did not make a contribution will not be disclosed. We do not treat these children differently from any others.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to or by a theatre company
- musical events
- school trips
- transport

Written consent must be given by the parents or carers in order for a child to take part, if the visit occurs outside of the normal school day.

### **Residential Visits**

If the school organises a residential visit, we do expect parents/carers to contribute to the full cost of the trip including transport, lodgings, and any additional expenses incurred as these activities are beyond the scope of our main budget.

A payment plan is offered to allow parents to spread the cost of these trips over a longer period.

### **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small group lessons are usually taught by peripatetic music teachers. The agreement is between the provider and the parent/carer and a charge is made by the provider for these lessons. We give parents and carers information about additional music tuition at the start of each academic year.

### **Swimming**

The school organises swimming for our year 4 or 5 children. These sessions take place during the school day and we make no charge for this. However, parents and carers are asked to make a voluntary contribution for the cost of any transport. Swimming is a statutory part of the National Curriculum and all children are expected to take part; parents/carers will be informed when these lessons will take place.

### **Clubs**

The school offers a wide range of clubs. Where the club is offered by an external provider there will be a charge for sessions. Parents/carers will be notified of the club timetable and provided with the cost of attending. Clubs must be paid for in advance to secure the booking. Childcare vouchers can be accepted – the school office team can offer further information on this.

### **Lettings Policy**

The School Business Officer is responsible for raising invoices for lettings in line with the Lettings Policy. Community lettings will be decided on an individual basis depending on availability of caretaking staff etc.

**Damage to school property and breakages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion. In case of financial difficulty parents should contact the Headteacher.

**Remissions and Concessions**

Those parents in receipt of one or more benefits below may be offered assistance in paying for a trip or a longer period of instalments will be made available to them. The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also receive
- Guaranteed element of Pension Credit
- Income-related Employment and Support Allowance
- Universal Credit
- Children of families who receive any of these payments are also entitled to free school meals