

# Ravenhurst Primary School

## Charging and Remissions Policy



Version	<b>V2.0</b>
Status	<b>Approved</b>
Owner	<b>Head Teacher – Miss Nicola Webb</b>
Review Date	<b>September 2018</b>
Reference	<b>RCP-POL 17</b>

**Contents**

---

[Introduction](#) ..... 3

[Prohibition of Charges](#) ..... 3

[Voluntary Contributions](#) ..... 3

[Residential Visits](#) ..... 4

[Music Tuition](#) ..... 4

[Remissions Policy](#) ..... 4

[Glossary](#) ..... 5

[Version Control](#) ..... 6

## Charging for School Activities Policy

---

### Introduction

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

This policy is monitored by the Governing Body and will be reviewed annually or earlier if necessary.

### Prohibition of Charges

The Governing Body recognises that legislation prohibits charges for the following:

- Education provided during school hours (including supply of 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 an essential part of the National Curriculum
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place 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 the schools basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transporting registered pupils to or from the school premises where the Local Authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Governing Body or Local Authority has arranged for pupils to be educated
- Transport provided in connection with an educational trip

### Voluntary Contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

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 following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'.

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Musical events

### **Residential Visits**

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 changes for the education element. However, parents are obliged to at least pay for the residential expenses of such trips and we also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of the main school budget.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

### **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 and group music tuition if this is not part of the National Curriculum.

### **Remissions Policy**

The following wording is added to all letters to parents/carers where a voluntary contribution is requested.

- If you are in receipt of, or you are entitled to a benefit that enables your child to receive free school meals, please make sure you return the slip or contact the Raven Office (this does not include universal free school meals)

**Glossary**

---

Term	Explanation
School	Refers to Ravenhurst Primary School only

## Version Control

---

### Change record

Date	Version	Status	Author	Change
20/02/2017	0.1	Draft	Updated from existing policy	First Draft
07/03/2017	1.0	Approved		Approved by Head Teacher & Governing Body
02/08/2017	1.1	Draft	Governing Body & Head Teacher	Re-write of policy & re-named from 'Charging for School Activities' to ' Charging & Remissions'
19/09/2017	2.0	Approved		Approved at Teaching & Learning Committee Meeting

### Approval

Name	Position	Date
Nicola Webb	Head Teacher	11.09.2017
Val Moore	Chair of Governors	11.09.2017