



# Harlow Green Community Primary School

## Charging and Remission Policy

May 2016

## Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as:

Morning Nursery: 8.45 am - 11.45 am

Afternoon Nursery: 12.30 -3.30 pm

KS1: 8.50am - 3.20pm

KS2: 8.50am - 3.20pm

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

## Voluntary contributions

When organising school visits to enrich the curriculum and the educational experience of the children (for example: educational visits, visiting theatre companies, authors etc), the school invites parents to contribute to the cost. All contributions 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 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. No pupil will be prevented from participating because his / her parents cannot or will not make a contribution. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

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'. This list is not exhaustive:

- visits to museums;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- musical events.

### Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example football, dancing where a cost is incurred for coaches. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

### 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 taught by peripatetic music teachers.

### Swimming

The school organises swimming lessons for children in Year 3 and Year 4. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place,

### Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy by receiving regular update on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Date reviewed: May 2016

Date for next review: May 2017