



The staff and Governors of Marshside Primary School believe that all our children should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure that a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

### **Voluntary Contributions**

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during schools hours;
- school equipment;
- school funds generally.

When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the event. All contributions are voluntary. If we do not receive 85% of the total cost of the trip through voluntary contributions, we will cancel the event. If an event 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. Sometimes the school pays additional costs in order to support the visit and sometimes school fully funds the trip. Parents have a right to know how each trip is funded. The school provides this information on request.

The letter informing parents of school trips includes information regarding voluntary contributions and the possibility of a trip being cancelled. The letter will set the date the final decision will be made.

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'. The list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips to musical events;
- Visitors to school e.g. Victorian, Tudor, Viking days

### **Residential visits**

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost will not exceed the actual cost of the provision.

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Currently we do not offer individual or small group tuition delivered by a peripatetic music teacher. If this should change we would make a charge for this, as this is not part of the national curriculum. Parents would be informed of the charges before any commitment was made. Payments for these lessons must be made prior to them starting.

### **Swimming**

The school organises swimming lessons for all children from Year 4 - 6. These take place in school time. The cost of swimming is covered by the school. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. Swimming is compulsory in KS2.

### **Breakages and Lost or Damaged Books**

Where a child's actions incur extra costs to the school, be breakage of equipment, damage to premises, loss or damage to text books or library books, parents will be invited to pay a contribution to cover the whole or part of the cost.

### **Extra Curricular Activities**

The school will endeavour to offer the children a range of optional extra curricular activities to widen their experiences e.g. art, netball, hockey, football, dance, rounders, writing club, multi sports clubs. Parents may be asked for payment if outside specialist teachers/coaches are employed to run the clubs. Parents with financial difficulties whose children wish to participate will be invited to discuss individual needs with the Headteacher.

### **Design Technology**

At the present time the school does not charge for Design Technology projects.

### **Refunds and Repayment**

Should an activity make a surplus of more than £5 / child, refunds will be issued by the Office Manager. Payment made for trips, will not be refunded as the costing for the trip will have already been calculated.

### **Additional Considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We shall publish notification of school trips and their approximate cost as far in advance as possible so that parents can plan ahead;
- Parents can pay in installments;
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection;
- Money raised from the sale of uniform through Uniform Easy, will be used to subsidise school trips. <http://104866.schoople.com/uniformeasy>