

# ***ETTINGTON C of E PRIMARY SCHOOL***

Reviewed December 23



*Ettington Church of England  
Primary School*

*Learning for Fullness of Life  
Trust-Respect - Love*

## **CHARGING AND REMISSION POLICY 2023-2024**

	<p style="text-align: center;"><b>ETTINGTON CE PRIMARY SCHOOL</b></p> <p style="text-align: center;"><b>CHARGING &amp; REMISSIONS: UPDATED DECEMBER 2023</b></p>
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## **Legal Framework**

**This policy operates in conjunction with the following school policies**

- **Complaints Procedures**
- **Freedom of Information**
- **Finance Policy**

As a school, we aspire to live out God's plan for all to flourish.

We believe in providing our children with opportunities to use and develop the gifts and talents they have been blessed with, to ensure they embrace 'Life in its fullness' (John 10:10) following the teachings of Jesus.

Our vision is to place the child at the heart of everything we do, Learning for the Fullness of Life'. It is to work together, where everyone is a partner in learning; providing a safe, happy, caring and stimulating community, where children are given opportunities to reach their true potential.

## **SCHOOL TRIPS/VISITS:**

Education for all our students will be free if it takes place in school time with some exceptions. These exceptions are explained below:

- Voluntary contributions
- School Trips and Visits / Non Residential

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to make a voluntary contribution towards the cost of the trip.

If a parent wishes their child to take part in a school trip or event, and is unable to make a voluntary contribution or is in receipt of any benefit, then the request needs to be made in writing to the Headteacher.

The school cannot exclude a child from taking part in an activity that is part of the curriculum purely on the grounds that you, the parent or carer, cannot make, or refuse to make, a contribution. In cases where insufficient contributions are made, it is most probably that the trip may be cancelled due to insufficient funding.

However, we recognise that some families face financial difficulties, and we make special allowances for these families. If you are unable to contribute, please contact the School as soon as possible regarding your situation.

### **Residential visits**

The school offers a residential visit for every child during their primary education. Where a school activity requires pupils to spend nights away from home, the school is allowed to make a charge for board and lodgings in all cases, whether or not the residential trip takes place in school hours. If the activities fall outside school hours, the school can make a charge for travel. The school also takes the case of twins or triplets as a separate case.

In cases where parents do not wish to pay for a residential trip, the child will remain in school and access the curriculum in another class.

Again, if parents have difficulty with paying, they are invited to discuss their circumstances in confidence with the Headteacher.

### **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 group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

Any additional music groups for example School Orchestra, the school can ask for a voluntary contribution towards the cost of the peripatetic teacher.

### **Swimming**

The school organises swimming lessons for children in year 2. We make no charge for this activity, however we may ask for voluntary contributions towards the cost of travel to and from the Leisure Centre in order that swimming can take place. The school reviews this provision on an annual basis.

### **After School Clubs**

The school runs a variety of after school clubs and has different charging structures for the following reasons:

- Clubs run by outside providers where there is charge to the school
- Cost of materials in running any after school club
- Other clubs run by volunteers/staff may incur a small charge.

### **Curriculum Activities**

The school does ask for voluntary contributions for materials such as ingredients for cooking, materials for art and DT if the child is to retain the finished product.

### **Damaged or lost items**

The school may charge for the cost of replacing items that are damaged or lost due to the negligence of poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances eg financial hardship.

### **School Meals**

There are no charges for children who are entitled to free school meals or infant free school meals (Reception – Year 2). Pupils who are not entitled to free school meals will be charged a set amount per meal decided by the school.

### **Debt Recovery**

- We will advise parents/carers if monies are owed via text message in the first instance.
- If non-payment this will be followed by a verbal reminder and then a written reminder.
- If the debt remains outstanding after 10 school days and no contact made with the school to discuss payment, the Headteacher will advise the Chair of the Resources Committee. This will then be taken to the Full Governing Board to determine next steps to recover monies owed. This may then involve Legal Services at Warwickshire County Council.

**A small transaction fee will be applied to each payment made through parent pay other than for school lunches.**

### **Monitoring & Review**

**This policy will be reviewed at least annually by the governing board.**