



*Tickford Park Primary School*  
*Charging & Remissions Policy*



**Written by:** *Ann Tobia*

**Agreed by Sub Governors Meeting dated:** *Autumn 2013*

**Agreed by Full Governors Meeting dated:** *Autumn 2013*

**Signed .....**Chair of Governors

## CHARGING AND REMISSIONS POLICY

Tickford Park Primary School operates within the regulations of the Education Reform Act 1988 in respect of charging for school activities.

### Visits and Events

The school will request the payment of an appropriate contribution on a voluntary basis to enable an event to proceed. Under this arrangement no child may be excluded from an event on the grounds that his/her parent/carer is unwilling or unable to pay the voluntary contribution and this will be clearly explained to parents/carers. Letters inviting voluntary contributions for school visits will use the wording indicated in Appendix A.

The Governors recognise the value of educational visits in supporting the curriculum and putting much of the work in school into context. We believe that these activities should continue to be available for our children so that they can enjoy a wider range of educational opportunities. The school budget does not provide adequate funds to allow financial support of educational visits or events.

In general all participants should pay for the entire cost of the event and enable the necessary adult attendance. The ratios agreed by the Governing Body are 1 adult to 6 children in FS, 1 adult to 8 children in KS1 and 1 adult to 12 children in KS2, as a minimum requirement. Some events may require more adults for safety. The total cost of the visit will include an insurance cost linked to the activity. This insurance will be arranged through the LA in an annual visits insurance and normally costs about 10p per child.

Parents need to recognise that activities or visits will not take place if sufficient numbers of voluntary contributions are not made.

For residential visits parents/carers will be asked to pay an initial deposit to secure their child's place on the residential visit and as a commitment to pay in full for the cost of the visit. The school cannot subsidise residential visits. Parents/carers will be provided with a payment card to enable them to pay in instalments for the visit over a period of about 8 months.

## **Materials**

The governing body reserves the right to:

- a) Request a voluntary contribution towards the cost of specialist material for finished work where parents have indicated that they wish for the finished article to be taken home, or for musical instruments where the whole class is learning to play (e.g. ocarina or recorder).
- b) Request parents to meet the costs of breakages or damages or damage to school property and buildings as a result of their child's misbehaviour.
- c) Make an appropriate charge for loss or damage to books. If the books are on loan from the School Library Service or a third party loan service then the charge may be specified in the agreement between the service and the school.

## **Equal Opportunities**

All members of the school are committed to the Equal Opportunities Policy.

Discrimination based on race, gender, colour, religion, faith, physical appearance or disability is unacceptable to us (see Equal Opportunities Policy).

The School Inclusion Manager may use pupil premium for eligible pupils to assist or pay for school trips, residentials, after school clubs, music lessons and any other chargeable events.

## Appendix A

### Wording to be used in letters to parents:

You are not obliged to make a contribution towards the day visit and pupils will not be excluded through inability or unwillingness to pay. However, the visit can only go ahead if there are sufficient contributions to cover the costs. You are, therefore, invited to make a voluntary contribution to cover the cost, which is approximately £        per child. This covers the entrance fee and travel.

To ensure the school complies fully with the policy approved by the governing body, and meets Insurance and Health and Safety regulations, the following rule applies: **where payment and paperwork is not received in advance of a school trip your child will not be allowed to participate.**

### Wording for specialist materials (e.g. fabrics, food, clay etc.):

You are not obliged to make a contribution towards the cost of these materials (or ocarina etc). Pupils will not be excluded through inability or unwillingness to pay. The school can provide one on loan. When children use a school instrument (ocarina, recorder) they will be given one that has been sterilised. Parents will be asked to sign a receipt for all school equipment and be asked to meet the costs if they are not returned in good condition within 7 days of request.

