



CHARGING & REMISSIONS POLICY

This policy was agreed by the School Governors in October 2023

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 individual or group music tuition. We also request a voluntary contribution towards the cost of swimming lessons. Extra-curricular Clubs run by teachers are free to children,

Voluntary contributions

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 trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it always includes 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 may be able to contribute to part of the cost and/or apply for funding from charitable organisations in order to support the visit.

The following is a list of additional activities organised by the school that may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- outdoor adventure activities;
- visits to the theatre;
- day trips - to museums, galleries or places of interest;
- musical events;
- participation in workshops.

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, a charge is made to cover the costs of board and lodging. Contributions are requested for the educational activities and travel. Parents who receive state benefits are exempt from payment for board and lodging therefore grants may be applied for to cover these costs. Parents and carers are encouraged to contact the school where finances may be a barrier to attending, so that a solution can be found.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. However, there is a charge for individual or group music tuition, where provided by Hertfordshire Music Service. Parents may be eligible for part remission of tuition fees if they are in receipt of certain benefits. Any remission is agreed with the Hertfordshire Music Service.

Swimming Lessons

Voluntary contributions are requested in advance giving a final payment date. Parents are given the option of paying by instalments. Reminder letters may be sent home approximately 1 week before the final payment date. In most circumstances parents send in a full or part contribution. However, children will not be excluded if payment cannot be made.

Child Care

Charges are made for attendance at Breakfast Club and 326 After School Club.

Remission/Refund of Fees or Contributions

The school will consider waiving all or part of the contribution on representation of parents who feel unable to meet the full contribution. The initial criteria will be the entitlement of free school meals.

Full refunds of contributions will be made to parents when the school cancels the activity. Refunds in other circumstances will be at the discretion of the school. Deposits for residential Trips are non refundable.

Visits are costed as accurately as possible. In the event of a surplus of more than 5% or £5.00 – whichever is the greater, a refund will be offered to all of the parents who contributed the full towards the cost of the visit. If the surplus is lower, the funds will be re-invested in future learning opportunities for the children.