



## **DAME DOROTHY PRIMARY SCHOOL**

## **CHARGING AND REMISSIONS POLICY**

Author's Name	Iain Williamson
Date written	November 2015
Review Date	November 2017

Date ratified by Governing Body	November 2015
---------------------------------	---------------

SIGNATURES	
Headteacher	<i>I Williamson</i>
Chair of Governors	<i>C Stafford</i>



# **CHARGING AND REMISSIONS POLICY**

## **INTRODUCTION**

The Education Reform Act 1988 requires that the Governors of Dame Dorothy Primary School adopt a charging and remission policy in respect of activities which take place within school time.

At Dame Dorothy Primary School we believe that activities organised by the school, as part of the children's education should be available to all children regardless of parents financial circumstances. No child will ever be excluded from an activity for non-payment of a contribution, though there could be occasion when an activity may need to be cancelled if there is a significant shortfall overall.

### **Voluntary Contributions**

In order to enrich and enhance the curriculum, activities may be organised for which the school will request contributions from parents or carers. All such requests will be made in writing setting out the reason for the request. All such charges will not exceed the cost of the activity apportioned equally amongst those participating.

In respect of voluntary contributions the school will take account of the following factors:

- The need for long term planning so that parents receive adequate notice for a request for a voluntary contribution before the booking has been made
- The availability of other sources of funding to subsidise the activity

Any parent who is unable to meet the cost of the voluntary contribution is asked to approach the Head teacher in confidence, either in writing or in person so that special arrangements can be made.

Parents have a right to know how each trip or event is funded and the school will provide this information on request.

**Voluntary contribution may be requested for the following activities:**

**1) Visiting groups and Special Curriculum Events.**

In relation to planned activities during the school day and as part of the curriculum e.g. Artist in residence, musicians, authors etc no payment will be requested.

**2) Off Site Activities**

It will be necessary to ask parents to make a voluntary contribution for off site activities that require transport and entry costs to ensure the activity takes place, however the school will be providing funding from pupil premium to subsidise the cost. Payment for such activities will be made prior to the event and the cost will vary depending on the cost of transport and entry. Parents may pay for these trips either in one payment, or they may spread the cost over several weeks. Any parent wishing to do this should ask at the school office.

**3) Fixed Cost Activities**

Payment is required for the following activities:

**Music Tuition**

Music is taught as part of the national curriculum and for this there is no charge. However, pupils may receive additional instrumental tuition arranged by the school. The cost of this tuition is paid for by parents however, on occasions school will seek to subsidise costs in special circumstances. Parents will be informed of the costs before they agree to their child beginning the lessons. The hire or purchase of musical instruments must also be fully funded by parents. In some instances, funding may be available for children to receive tuition as we would like every child to be able to take up this opportunity.

**Swimming**

The school organises swimming lessons for all children in Years 3, 4, 5 and 6. These take place in school time and are part of the National Curriculum. No child will be omitted from this provision although we do ask for a voluntary donation of £1.50 as a suggestion.