



Charging and Remissions Policy

A Statutory Policy

Date effective from 19th October 2023

Signed, Head Teacher Gary Price

Signed, Chair of Governors David Savage

Date approved by Governing Body 19th October 2023

Date of next review 19th October 2026

The school provides the best possible educational opportunities within the funds allocated by Gloucestershire County Council (GCC) and The Department for Education (DfE). All the education that we provide during normal school hours is at no charge to parents. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small group music tuition. However, there are some valuable additional activities with the school cannot provide without seeking some financial support from parents. Details of these are given further on in this policy.

School Trips

Where the trip occurs in school time, a letter is sent to parents with details of cost. Parents are invited to make a contribution towards the cost of the trip. All contributions are voluntary. However, if the school does not receive sufficient voluntary contributions, the trip may be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution. These children are not treated differently from any others. Sometimes the school pays additional costs in order to support the trip. Parents have a right to know how each trip is funded. The school provides this information on request.

Full charges may be levied for longer visits occurring out of school hours or for the board and lodging cost of any residential activity. There will be no charge for pupils in receipt of Pupil Premium (PP). Where there are issues of financial hardship, requests for support can be made to the Headteacher. These will be considered on a case-by-case basis.

The following is an example of some of the additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums and art galleries
- Sporting activities, which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Musical events

Music Tuition

All children study music as part of the National Curriculum. Pupils may wish to take additional instrument tuition from one of our peripatetic music teachers, taught individually or in small groups. There is a charge for these services, and the contract between the music teacher and parent will clearly state the cost and period of notice required, if lessons are to terminate. Musical instruments for private lessons may be hired by the parent/ guardian directly from Gloucestershire Music Service. There is a charge for this. However, the school will meet the cost for children in receipt of Pupil Premium. No charge is made for whole-class music tuition, as this is part of the National Curriculum provision for music.

Hot Dinners

Infant children (Reception, Year 1 and Year 2) are eligible for a free school meal. Children in Key Stage 2 who choose a hot dinner will be charged at the daily rate, set by the school's catering provider. This is currently Caterlink. Charges may increase and parents will be informed in advance.

Equipment and Materials

If children break or lose school equipment, the school is within its rights to request remuneration for these items. This includes, for example, school library books.

After School Clubs

The school offers a range of extra-curricular clubs. An hourly rate equivalent to the Wraparound Care rate is charged. School clubs are paid for in blocks, termly, in advance via Parentpay. Parents may not request attendance at individual sessions. Clubs run by independent organisations/ individuals may set their own fees, which may differ from the school standard fee. This is a private arrangement between the provider and the parent. Clubs that run during lunchtimes are free. The school will not make a profit from the running of any clubs.

Wraparound Care

This consists of a Breakfast Club (7.45-8.45am Monday-Friday) and an Afterschool Club (3.15-5.15pm Monday-Friday). Parents/ guardians do not need to book the Breakfast Club, which operates on a drop-in basis. Booking for the Afterschool Club must be done in advance via the school website, or a form, which can be collected from the school office. Payments for all wraparound care are made via Parentpay. An admin fee is charged for any late Afterschool Club booking. A late booking is defined as being received after midday on the Friday prior to the booking.

Support for families in financial difficulty

The school will provide financial aid for activities for parents who qualify for PP funding. If parents are finding it difficult to make payments, but do not qualify for PP, payments may be made in instalments. A payment plan will be agreed with the school.

Payments

All monies are received through a cashless system (Parentpay). Payment is required in advance for all activities (such as trips, clubs and wraparound care). Accounts must not be in arrears. Where accounts are in debit, a weekly text reminder is sent. The school reserves the right to refuse admission to Breakfast and Afterschool clubs, should parents be in debt.