



KinCraig Primary School and Nursery

Charging and Remissions Policy



Kinraig Primary School

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The purpose of the policy is to ensure that there is clarity over those items, which the School will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfE guidance.

Definition: The school day is defined as: 8:55 am – 3:15pm. The midday break does not form part of the school day.

Responsibilities: The Head teacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

Policy statement:

During the school day all activities that are a necessary part of the National Curriculum will be provided free of charge. This includes any materials, equipment and some transport costs to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument.

Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge in the form of a voluntary contribution. Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out to enhance the curriculum and visitors into school. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities].

Swimming: The school organises swimming lessons for all children in Year 4. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

Music tuition: All children study music as part of the normal school curriculum. We do not charge for this. Children in Year 5, receive large-group music tuition in order to support them learning a musical instrument. This is currently the Ukulele and there is no charge for this activity. There is a charge for individual or small-group music tuition, since this is an additional extra curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

Optional activities outside of the school day: We will charge in full for optional, extra activities provided outside of the school day, for example an evening theatre visit or PGL. Such activities are not directly part of the National Curriculum or Religious Education nor are they part of an examination syllabus. Whenever possible, the school will give sufficient notice to allow parent/carers to pay by installments.

Education partly during the school day: If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Lunch time / After School Sport and Creative Activities: The school offers additional activities after school and during lunch breaks. We reserve the right to make a small charge for these sessions.

Calculating charges: When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions, fundraising and School fund.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Malicious Damage: Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused. This can include damage to reading books and other equipment children may take home.

Policy last updated 05.01.19

The Charging and Remissions Policy at Kinraig Primary School will be reviewed annually.

It is possible to add amendments to this document prior to a review and these will be incorporated into the next issue. To add comments please complete the information on this sheet adding the date and signing where indicated.

Name of person responsible for policy – **Karen Appleby** - Head teacher

Signed: _____ Date: _____

Date	Proposed Amendment	Signed