



# The Hatherley St James' Federation



## Charging & Remissions Policy

This policy applies to both Hatherley Infant and  
St James' CE Junior schools

We want to ensure your needs are met. If you would like this  
document in any other format, please contact us:

[admin@hatherley-inf.gloucs.sch.uk](mailto:admin@hatherley-inf.gloucs.sch.uk) or

[admin@st-james-jun.gloucs.sch.uk](mailto:admin@st-james-jun.gloucs.sch.uk)

Reviewed by:	Simon Millington
Agreed by FGB:	9 <sup>th</sup> May 2023
Review Cycle:	Every 2 years
Next Review:	May 2025

## **Safeguarding statement:**

Nothing contained within this policy overrides the current and ongoing commitment of the school to adhere to the Safeguarding of children, vulnerable adults or members of staff. This policy along with all others should be read in conjunction with the main **'Safeguarding and Child Protection'** policy.

Safeguarding of the children, vulnerable adults and members of staff is at the forefront of everything we do.

### **1 Introduction**

- 1.1 All the education we provide during normal school hours is at no charge to pupils. 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.

### **2 Voluntary contributions**

- 2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may, as a last resort, cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 2.2 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 pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, and the school provides this information on request.
- 2.3 The following is a non-exhaustive list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums
  - sporting activities which require transport expenses
  - outdoor adventure activities
  - visits to or by a theatre company
  - musical events.

### **3 Residential visits**

- 3.1 If the school organises a residential visit in school time, or mainly in school time, we will charge parents to cover the costs of board and lodging. The school will help some parents if necessary and this will be determined on an individual basis and negotiated with the school.

- 3.2 Charges may include, but are not limited to, an appropriate element for such things as:
- the pupil's travel costs
  - the pupil's board and lodging costs
  - non-teaching staff costs;
  - entrance fees to museums, castles, theatres, etc
  - insurance costs
  - the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.

#### **4 Music tuition**

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or small-group music tuition if parents choose for their child to have this; since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We therefore have to make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

#### **5 Swimming**

- 5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution from parents. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.

#### **6 After school clubs**

- 6.1 The school offers after school clubs and these, depending on the type of club, may involve the school asking for a small voluntary contribution.

#### **7 Breakages, Damages and loss of School property**

- 7.1 The School Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.
- 7.2 The School Governing Body reserves the right to seek reparation from parents where their children lose or by their inaction causes the loss of property.

#### **8 Debt (Money owed to the school)**

- 8.1 If there is any money owed to the school then it becomes payable upon request
- 8.2 Should there be an outstanding balance owed to the school for example money owed for the payment of dinners and a payment for a school club is made then the school reserves the right to use any money paid to pay off the debt first

- 8.3 Any money provided by parents, carers or representatives of a family becomes the property of the school once it has been given to the school
- 8.4 The school can use any money provided by parents, carers or representatives of a family to pay off the debit, if such a debt exists, before applying the remaining money, if there is any remaining money, to the account of the child concerned.

**9 Monitoring and review**

- 8.1 This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.