



Abbey Meads Charging & Remission Policy

Aims:

To make necessary and appropriate charges or to request a voluntary contribution which enables and encourages a wide range of enriching activities and sharing of resources and information

All education during school hours is free. However we seek to provide a curriculum that is very practical and full of first hand experiences that engage and excite the children in the learning process. We therefore place great importance on school trips and visitors with specific areas of expertise to enrich and enhance our curriculum delivery and make it one that is full of awe and wonder.

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.

- If an activity cannot take place without parental contributions, parents are informed of this at the planning stage.
- The nature of the proposed activity and its educational value will be made clear and an indication of the contribution per pupil given.
- All contributions are voluntary.
- If we receive insufficient voluntary contributions, we may cancel a trip and if so any contributions are refunded.
- 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.
- 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 or we apply to FOAMs (our Parent Teacher Association).
- Parents have a right to know how each trip is funded and this information is provide on request.

The following list consists of examples of additional activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events;
- workshops from visiting specialists...

Residential visits

- Residential visits are fully funded by parents and can be a considerable cost.
- All staff costs are covered by the school and not added to the cost per pupil.
- Charges may be made for providing the full cost of activities wholly or mainly outside school hours (EG:Yr6 PGL fun weekend) and where that activity **is NOT required** to fulfil statutory duties related to the national curriculum or religious education.

Music tuition

- All children study music as part of the normal school curriculum.
We also provide professional tuition, on a class basis in recorders and clarinets, for children in Years 3, 4 and 5.
We do not charge for this.
- There is a charge for individual or group music tuition if this is not part of the National Curriculum or school initiatives.
Peripatetic music teachers teach individual or small group lessons.
We make a charge for these lessons.

After School Clubs

- Parents are given information about the clubs on offer in the Club Letter (issued 3 times a year) and any specialist provision within school.
- All after school clubs run by the school staff are generally free, although there may be a nominal charge if required (Eg. ingredients for cooking) and this is notified within the letter.
- Some clubs are run by outside providers, with whom the parents agree to pay a charge.

Swimming

The school organises swimming lessons for all children in Year 2 (Terms 5/6) and Year 3 (Terms 1-4). These take place in school time and are part of the National Curriculum. We make a supplementary charge for this activity to cover additional swimming opportunities and this is non-profit making.

We inform parents when these lessons are to take place, and we ask parents for written permission for their child to take part in swimming lessons.

Financial Difficulties/Assistance

- We endeavour to offer support for families who have financial difficulties - with the particular circumstances of each case considered separately by the Headteacher.
- We offer a flexible payment plan for parents to help spread the costs of residential trips.
- The school manages the Pupil Premium Grant and may use this if it is considered an appropriate use of funds to enable a child to access school activities.

ALL financial support is to be approved by the Headteacher and is managed discreetly by the Administration Manager.

Damage to School Property

- Parents and community groups are asked to contribute towards replacing damaged or lost school property caused by negligence.

Refunds

Monies paid to the school in respect of residential visits/other visits.

All initial deposits are non-refundable and this is stated in initial parent letters informing details of the forthcoming visit.

- For class trips - the cost of the trip is non-refundable (*unless trip cancelled*).
- For residential trips a non-refundable amount will be declared based on administration costs.
- For residential trips - additional non-refundable amounts may be identified by date – linked to staged non-refundable payments by the school to residential trip providers. Parents are required to make these payments to continue to secure the place for their child.

If a child/parent changes their mind or moves school and withdraws from the trip, then no refund can be given. Charges are made by providers upon receipt of the first deposit so the school will be charged in full for the place reserved.

If a child is unable to attend at the last moment through illness, then a partial refund may be considered upon receipt of a doctor's certificate, with the exception of the initial deposit and any other costs already incurred by the school at that time.

Following the trip if parental contributions have exceeded the costs incurred, a refund will be offered to parents. Parents are given the option of claiming the refund or donating the amount to the school. This will be carried out by letter to all participants.

Dinner Monies

If monies have been paid in advance, any dinner money unused at the end of the school year will be automatically carried over to a new school year. Where pupils have left the school, parents will be offered the option of a refund or making a donation to the school.

Letting of Premises

- Charges are set annually and the conditions of hiring and booking are laid down in an agreed contract. Up to date details can be found online at:

[http://www.abbeymeads.swindon.sch.uk/Documents/Letting sPolicyMarch2015updated.pdf](http://www.abbeymeads.swindon.sch.uk/Documents/Letting%20Policy%20March2015updated.pdf)

This policy is reviewed by the Governing Body, which delegates responsibility to the Headteacher and his office managers to provide effective financial administration for the school.