# Emmaville Primary School

# Charging and Remissions Policy

## 2019-2020



Together we grow



# Charging and Remissions Policy

## Purpose

At Emmaville Primary School we want to provide a range of experiences that add excitement and enjoyment to children's learning and personal development. All of our pupils should have equal opportunity to benefit from such activities.

During the school day, all pupils have full and free access to a broad and balanced curriculum.

The school day is defined as:

Nursery: 9.00 am to 12noon
KS1: 8.50am to 3.10pm
KS2: 8.50am to 3.15pm

## Roles and Responsibilities

The Headteacher and Governing Body will ensure that the following applies:

During the school day all activities that are part of the National Curriculum and Religious Education will be provided free of charge. The cost of visits to the school by Theatre Groups, Music Workshops, Authors, Storytellers, Poets, Artists or other Educational Visitors, who will enhance the learning experiences of the children, will be borne by the school's finances.

**Swimming**: Swimming lessons are provided for the children in KS2 and these are free. Parents are however asked to make a small contribution towards the cost of the transport to and from Blaydon Baths. However, no pupil will be prevented from participating in swimming lessons if this contribution towards the transport cost is not made.

**Voluntary Contributions:** In order to finance enrichment experiences, it may in some cases be necessary to invite parents to make a voluntary contribution towards the cost of the visit/activity. However, whenever finances allow the school will subsidise such activities. No child will be excluded from enrichment activities if parents have not made a contribution toward the cost. If we need to seek a voluntary contribution from parents, then we will always give good notice of such events.

**Residential Activities:** Residential visits are arranged for pupils in Y4, 5 & 6. Charges will be made to cover the cost of board, lodging and travel expenses. It may also be necessary to ask parents to contribute towards the cost of entrance into museums, theatres or other places of interest. We will however try to ensure that some of these costs are subsidised by the school when funds allow. Adequate notice of residential events is given to families, and should they wish to do so, they can participate in the school's savings club for such visits. Payment cards are provided by the School Administrator, Mrs Julie McKie, and parents can choose any method of saving plan towards the cost of the visit. Should any parent be experiencing financial difficulties, they should contact the Headteacher immediately as we would not want any child to miss out on these valuable experiences.

**Breakfast and After School Club:** These services offered by the school do incur a cost as they take place before and after the school day. However we do endeavour to keep the cost as low as we can. The Pupil Premium grant can be used to support families who are entitled to Free School Meals.

**Optional activities outside of the school day:** The majority of before and after school clubs are provided free of charge, especially if they are organised and supervised by the school's teaching personnel. The cost of before/after school sports activities provided by external coaches (NUFC, Ryton Rugby, Close House Golf and Durham Cricket) is met from the Sports Premium funding stream. Occasionally parents may be asked to make a small contribution towards the cost of a before/after school club but generally these activities are funded by the school.

**Pre-school Provision:** At Emmaville, we offer places for children who are entitled to Two-year-old Funding. We also offer 30 Hour Provision to those families that are entitled to this funding. However, if extra places are available for 2-, 3-, and 4-year-old children, parents can request to pay for additional sessions. Please contact the school office for further information.

**Calculating charges**: When charges are made for any activity, they will be based on actual costs, divided by the number of pupils participating. The principles of best value will be applied when planning activities that incur costs. There will no be no levy on parents who can pay, to support those who can not. Support for hardship will come through the Pupil Premium grant or from fundraising. Parents who would qualify for support are those who meet the criteria for Free School Meals.

**Evening and Holiday Clubs**: The school is used on a Tuesday evening by Grass Roots. Grass Roots are an organisation that offers Gymnastic coaching sessions to children within the community. All payment for the coaching sessions should be paid directly to Grass

Roots; this organisation is independent from the school. The school only provides the venue and facilities for these sessions.

During holiday periods the school premises may be used to provide activity clubs for children living within the community. If parents wish to access this facility for their child/children, they need to liaise directly with the outside provider who will be organising the activities.

## Monitoring and evaluation of this policy

The Finance and General Purpose Committee meet every month. It is the responsibility of the Headteacher to report to this committee the impact of this policy. The FGP Committee receive regular updates about charges that are made and explanations are given as to how costs are subsidised for certain groups of pupils without any personal information being disclosed.

Person responsible for this policy: Avril E. Armstrong

Policy Reviewed: September 2019