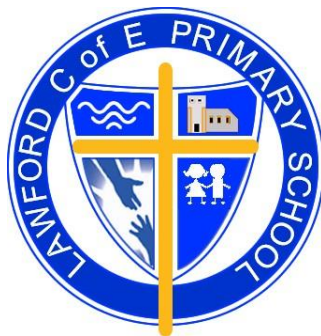


Lawford C of E Primary School

CHARGING AND REMISSION POLICY



Approved by Resources Committee – February 2024
Reviewed by FGB July 2026
Annual review

Charging and Remittance Policy

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exceptions of individual music tuition which is provided by independent tutors and swimming transport and lessons.

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. All contributions are voluntary. If we do not receive sufficient contributions, then it may not be financially viable to go ahead. 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 should the trip/activity not need to be cancelled. If the voluntary contributions are not equal to 80% of the trip where the cost is less than £50 per pupil or 90% where the cost is greater than £50 then the school will cancel the trip. The office will put the trip's voluntary contribution on MCAS. This can be paid in instalments for all trips which are booked far enough in advance.

Parents have the right to know how each trip is funded. The school provides this information on request. The school will only break even on activities covered by this policy. The following is a list of additional activities organised by the school which require contributions from parents. This list is not exhaustive:

- Visits to museums
- Sporting activities which require transport expenses
- Day visits that enhance learning experiences
- Theatre visits
- Musical events
- Enrichment days in school
- Pool hire and transport costs for swimming (but not instruction)
- Materials for clubs

Residential Visits

Schools are permitted to charge for the cost of board and lodging during residential school trips. Where the trip takes place wholly or mainly during school hours, pupils whose parents are in receipt of any of the following support benefits will, in addition to having free school lunch entitlement, also be exempt from paying the board and lodging charges:

- Income Support
- Income Based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190

- Universal Credit
- an income related employment and support allowance that was introduced on 27 October 2008.
- Guarantee element of the State Pension Credit

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remittance of charges in part or in full. Authorisation of remittance will be made by the Headteacher up to the value of £250. FGB approval will be sought for remittance of charges exceeding £250.

Music Tuition

There is a charge for individual music tuition if this is not part of the National Curriculum. We give parents information about additional music tuition at the start of the academic year. The peripatetic music teachers teach individual lessons. The process is managed by Essex Music services and not the school. Additionally, music lessons are provided through iRock a private commercial company. All cancellations need to be made directly to the organisers and not through the school.

Clothing

We ask parents to provide their children with school uniform and P.E. kit. Information regarding the purchase of clothes which require the school logo is listed in the school uniform policy, which can be obtained from the school office or the website.

Absence

If a pupil is unable to make a school trip due to poor health, parents will be unable to claim remittance on the charges for transport to the trip location. Remittance of the charge for entry will be subject to the provider's terms and conditions.

Clubs

The school runs a number of clubs over and above the curriculum. A charge is made to cover the cost of materials /staffing (if applicable). External providers also run clubs and set their own charges.