



CHARGING AND REMISSIONS POLICY

Millfields Primary School and Nursery

Introduction

We do not charge for any activity undertaken as part of the National Curriculum. The Governors and staff of this school believe that ideally no child should miss an opportunity to share in any of the learning experiences which we provide because of lack of funding.

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 voluntary contributions, it may be necessary to either subsidise or 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.

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 aim to allow the child to participate fully in the trip or activity. Sometimes the school pays the additional costs in order to support the visit.

The following is a list of additional activities organised by the school, where a request for voluntary contributions from parents will be made. Examples of the kind of activities for which a voluntary contribution will be requested are:

- Visits to museums
- Educational visits which enhance the curriculum which require transport
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to or by a theatre company
- Musical events

Residential Visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education provided. However, we do make a charge to cover the costs of activities, board and lodging and for transport.

Parents who receive benefits or free school meals are encouraged to speak to the Headteacher to discuss ways in which the school can support funding to ensure their child attends.

Music Tuition

All children study music as part of the normal school curriculum and there is no charge for this.

Both individual and small group tuition is offered during school time for a range of music lessons. This extra-curricular tuition is provided by external companies and any charges made are at the discretion of the provider.

Swimming

In Years 3, 4 and 5 all children are provided with the opportunity to attend swimming lessons. These take place in school time and are part of the National Curriculum. We make no charge for the tuition during these lessons but a small voluntary contribution is requested to pay for entrance to the swimming pool. 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. Children who cannot swim 25m by Year 6 will be invited to attend a crash course of swimming lessons. No charge will be made for these lessons.

After School Clubs

The school offers various after school clubs and activities, some of which are run by school staff and others by outside agencies. Where these are independently run and organised, a fee is payable for the sessions.

School Lettings

Parts of the school are available for individual letting as per the terms of the letting agreement. The school has adopted the letting charges as defined by the local authority for single lettings. A reduced community group rate may be charged dependent upon the classification of the letting group and the activity. The school has the right to refuse any request for letting that they believe is not in the best interest of the school. Where the school is let on a more regular basis (e.g. daily or weekly) the school will agree a specific charge with the organisation in a written agreement.

Please see the 'Lettings' section of the School Website for further information.

Rise n Shine Club

Millfields offers a before and after school club to children of school age. There is a charge for this service that depends on the club attended (before or after school), with a short session option after school. Please see the 'Rise n Shine' section of the School Website for further information.

Charging Principles

Parents have a right to know how each trip is funded. The school will provide this information on request.

The total cost of the trip or visit includes all reasonable costs required to ensure that the trip is both financially viable and can operate safely. Most visits include free adult places but costs could include additional teaching and/or support staff, volunteer, teacher or support staff's travel, board and lodging costs where required to support the visit.

The school will offer an instalment payment option for residential visits, based upon set amounts being paid against a defined timescale. This information will be included in the initial letter to parents.

Any disabled child should not be financially disadvantaged in respect of a school trip or visit. Any additional costs should be funded from the main school budget and not be attributable to the individual trip/visit.

Cancellation Charges

Whenever parents are asked to make a voluntary contribution to school trips or visits, the contribution may be non-refundable if the child is unable to attend the activity. This will always be made clear to parents when requesting the contribution. Non-refundable contributions will apply when the school has to pay costs in advance of the trip or visit, such as pre-paid tickets or pre-booked transport.

When new community lettings are agreed, cancellation charges will be agreed with the community groups and written into the letting agreement.

Charging and Remissions Policy written by: P Whelan

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