

LODGE FARM **PRIMARY SCHOOL**

CHARGING AND REMISSIONS **POLICY**



Responsibility: HELEN TURNER SUE PADFIELD JENNI COLLINS

Date of issue:	Spring 2015
Review 1 Date:	Spring 2018
Review 2 Date:	Spring 2021

Charging Policy

This policy is written in accordance with The Education Act 2006: Sections 449-462.

The school may make a charge to parents for the following activities as permitted under the Act.

- Board and lodging for residential visits
- Costs associated with individual tuition and small group in playing a musical instrument, unless it is provided as part of the National Curriculum
- Optional extra activities which take place wholly or mainly out of school hours which are not required in order to fulfil the needs of the National Curriculum, or agreed Syllabus for R.E. Participation in such activities is on the basis of parental choice and a willingness to meet such charges as are made. For example, the school makes a nominal charge for all extra-curriculum activities which take place outside normal school sessions. (see below for definition of school sessions).
- The cost of ingredients in cash or kind and materials used in practical subjects, such as DT and craft, if parents have indicated in advance a wish to own the finished product.

Remissions

The charge for the board and lodging element of a residential visit could be remitted in the case of a pupil whose parents or guardians are in receipt of:

Income support

Income-based Jobseekers Allowance

Support under Part 6 of the immigration and Asylum Act 1999

Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, assessed by HM Revenue and Customs.

Disabled Persons Tax Credit

The guaranteed element of state pension

The Hertfordshire Educational Foundation is a small registered charity that may be able to support pupils taking part in educational visits arranged by schools by contacting Joanne Harris on 01992 588525 or Application forms inviting schools to apply for the following (HEF) Grants can be found on

<http://www.thegrid.org.uk/info/welfare/hertsgrants.shtml>

PRIMARY SCHOOLS

• Grants for Schools Visits (UK & Abroad)

A grant towards board and lodging for an individual child who wishes to take part in an educational visit/activity organised by the school, and for whom support is recommended by the head teacher for reasons other than financial. A maximum grant of £50 could be awarded.

When a trip is made wholly or mainly outside school hours the cost of the activity must be paid for in full and any remission of fees, such as for genuine cases of hardship, is entirely at the school's discretion.

Hertfordshire County Council operate a remissions policy in relation to individual music tuition and details are available from the school office.

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of:

- Any activity which takes place during school hours, including curriculum and non curriculum events
- School equipment
- School funds generally

These contributions will be genuinely voluntary and the pupils of parents or guardians who are unable or unwilling to contribute will not be discriminated against. Parents will be informed if there are not enough voluntary contributions made and there is no way of making up the shortfall the proposed activity will not go ahead.

School Sessions

Normal school sessions are as follows:

Early Years Foundation Stage

Nursery a.m.	8.45am	-	11.45am.
Nursery p.m.	12.30 pm	-	3.30pm
Reception	8.55am	-	12.00pm
	1.20pm	-	3.15pm

<u>KS1</u>	8.55 – 12.00
(YEAR 1	1.20 – 3.15 pm)
(YEAR 2	1.00 – 3.15 pm)

KS2

8.50 am – 12.15 pm 1.15pm – 3.15pm