



## HAWKESLEY CHURCH PRIMARY ACADEMY

### **Charging and Remissions Policy**

*“Let your light shine” Matthew 5:16*

It is the aim of the school to comply with the **Disability Discrimination Act 1995** (part iv), as added to by the **Special Educational Needs and Disability Act 2002** (Part 2) and in relation to this policy all reasonable steps will be taken to avoid putting pupils with SEND at a substantial disadvantage.

The school aims to promote equality in all aspects of school life and with regard to all matters embraced by this policy will comply with the relevant legislation relating to equal opportunities, race relations, sex discrimination and age discrimination.

#### **1. Introduction**

- All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

#### **2. Voluntary Contributions**

- When organising educational visits or visitors to school, to enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not received, the activity may be cancelled. If the activity goes ahead, it may include children whose parents have not paid any contribution. These children will not be treated any differently from 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.
- The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive.
  - visits to museums, farms, educational centres
  - sporting activities which require transport expenses
  - outdoor adventure activities
  - visits to or by a theatre company into school
  - after school clubs

#### **3. Residential Visits**

- If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly relating to the National Curriculum, there will be no charge for the education. However, there will be a charge to cover the costs of board and lodging, and a request for voluntary contribution

towards the cost of transport. If sufficient funds cannot be raised to cover the cost, the visit may have to be cancelled.

- Please note: Children of parents/carers receiving certain benefits may be eligible for part or total funding for elements of the cost. Parents/carers must write to the Head Teacher to be considered for funding. Authorisation for remission will be made by the Head Teacher in consultation with the Chair of the Local Academy Board.

#### **4. Music Tuition**

- All children study music as part of the normal school curriculum. We do not charge for this.
- There may be a charge for individual or small group music tuition as these lessons are taught by peripatetic music teachers.

#### **5. Swimming**

- We make no charge for this activity but we may ask for a voluntary contribution to cover the cost of transport. We inform parents when these lessons are taking place.

#### **6. Sport**

- The school may offer additional sport coaching after school. A qualified coach, who is not a member of the school staff, may run and organise these sessions. There may be a charge for these sessions.

#### **7. Art and Technology**

- An additional charge may be made for materials and ingredients for practical subjects when necessary.

#### **8. Loss/Damage**

- The school may ask for contributions to breakages and loss of books or equipment.

#### **9. Passport Applications**

- Should the Head Teacher be requested to complete a passport application regarding identity of a pupil, the school may charge a fee. This is due to the time required in order to complete this process.

#### **10. Monitoring and Review**

- This policy is monitored by the Local Academy Board and will be reviewed every three years.

**Families experiencing difficulties in any of these areas are asked to contact the Headteacher.**

**Ratified by Local Academy Board on: December 2023**

**Next review date: December 2026**