HAYNES LOWER SCHOOL
& NURSERY

Charging & Remissions Policy

Policy Review:

This Policy will be reviewed every 3 years.

Reviewed	**October 2025**
Next Review	**October 2028**

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 individual or small-group music tuition.

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

Whilst there is no obligation to contribute, if too many parents feel unable to make a contribution, the activity may not take place. If a particular activity cannot take place without contributions from parents, this will be explained at the planning stage. If a planned activity has to be cancelled, any monies received will be returned. Contributions will not exceed the actual cost.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to or by a theatre company
- musical events

Pupil Premium Grant

One of the many ways we support children who qualify for the Pupil Premium Grant is to allocate £100 each academic year towards uniform purchases or to contribute towards school trips (non-residential).

When a school trip is organised, parents are offered the option of paying the compulsory charge for Optional Extra activities, or the voluntary contribution for curriculum activities form their £100 allocation.

If a family wish to use any of the £100 allocation for uniform, the invoice should be provided to the school office, who will then arrange a reimbursement.

Optional Extras

Optional Extras are:

- Activities provided outside of lesson time that is not:
    - part of the National Curriculum
    - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - part of religious education
- Residential trips
- Non-curricular activities provided during lesson time

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating students.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for a child to attend an optional extra activity.

Where a non-curricular optional extra activity takes place during lesson time and a parent does not wish their child to take part, a suitable alternative activity will be provided by the school.

Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any compulsory charge for the education or transport. However, parents will be asked to cover the costs of board and lodging and make a voluntary contribution towards to cost of transport.

Any difficulties parents have with meeting these cost will be reviewed on a case by case basis and support offered if appropriate. If we cannot raise sufficient funding through these payments and voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

Central Bedfordshire Inspiring Music service offer individual music tuition during the school day. As this is an additional curriculum activity, and not part of the National Curriculum, a fee is charged to parents/carers by Inspiring Music and the school does not get involved in handling payments.

Design & Technology

If products made by children during Design & Technology lessons are to be taken home, parents/carers may be asked for contributions towards materials in advance. Alternatively, parents/carers may be asked to send in materials/ingredients to school.

Before & After School Activities by Outside Providers

Where a before or afterschool activity is provided by an outside provider using the school premises, a charge will be made by that provider separately and the school does not get involved in handling payments.

Reception & Nursery Snack & Extra-Curricular Activities

As part of the Early Years Curriculum we offer the children opportunities and experiences linked to daily life skills, healthy eating and cooking. We also like to provide additional arts and crafts supplies to enhance learning as well as 'Toasty Tuesday'.

As these are 'Optional Extras', parents are requested to make a contribution of £5 per child per term to cover these costs and purchase these additional items for the children. This is requested as one-off payment at the beginning of each academic year and paid pro-rata for children who join in the Spring or Summer term. Children with special dietary requirements may be required to pay a supplement to cover the additional costs to supply 'Free From' items.

Any funds remaining at the end of the school year are used to subsidise the event/trip in the Summer term.

Lettings

The school will make its facilities available to outside users at a charge. Please see our Lettings Policy for further details.

Damage or Loss to Property

A charge may be levied in respect of the wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of a replacement or repair, or such lower cost as the Head Teacher may decide.

A charge may be levied as above to any property belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

Online Payments

The school encourages parents/carers to make payments online. The school may recover any additional costs such as payment charges by including this in the charge for the activity where necessary.

Other Charges

The school may levy charges for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an Ofsted report.

Subsidies/Remissions

On occasion the school may elect to subsidise activities taking place in the school day, from the school fund or delegated budget. The subsidy may apply to:

- All children equally
- Enable particular children whose parents/carers are known to be experiencing financial difficulty to participate, or for whom the school receive the Pupil Premium Grant
- Enable an activity or outing which has been insufficiently funded from contributions and which would otherwise be cancelled to take place

Where there is a difficulty that may preclude a pupil from participating in an activity, parents/carers should apply to the Head Teacher in writing explaining the reasons for requesting financial support. Wherever possible, support will be given, although as noted above if too many parents are unable to make a contribution to an activity, and the school cannot fund it from other source, then it may have to be cancelled.

Monitoring and review

This policy is monitored by the governing body, and will be reviewed every three years, or earlier if necessary.