

## **Overview**

The education we provide wholly or mainly during school hours will be free, but on some occasions a 'voluntary' contribution towards the cost of an activity may be requested by the school. Parents are free to decide whether or not to contribute. This policy sets out the principles upon which Highfield Community Primary School will operate charges and remissions.

## **Objectives**

- To make clear what will be provided without charge and what will be offered with a charge being made.
- To clarify what is meant by any request for voluntary contributions.

## **Strategies**

- No charge will be made for admitting pupils to school.
- The school may request voluntary contributions towards the cost of some activities planned during school hours such as swimming, theatre visits, day trips to museums, 'Inspire Days'.
- Where parents are asked to make a voluntary contribution towards the cost of an activity which takes place during school hours, or to school equipment, the contribution will be genuinely voluntary. Pupils of parents who are unable to/unwilling to contribute will not be discriminated against.
- When there are insufficient voluntary contributions to make an activity possible, and when there is no way to make up the shortfall, it will be cancelled.
- On residential trips that take wholly, or mainly, during school hours, the school will charge for the cost of board and lodging at the actual cost of the provision.
- Parents who feel unable to contribute to any cost based activity will be encouraged to discuss payment options with the Headteacher who will consider reduced fees or waivers based on individual circumstances and the financial viability of each school trip/fee paying activity.
- Where music tuition is not an essential part of the national curriculum, charges may be made.
- Deliberate or wilful damage to school property may also be charged for. This will be in discussion with the Headteacher and child's parents based on the actions and circumstances leading to the damage.

## **Outcomes**

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the LA and that it will meet the requirements of the law.