

Charging & Remissions Policy



Reference	A/20-21/01	Date	Summer 23
Date Adopted		Prepared by / Owner	Reviewed HH & BC
Review Cycle	Annual	DfE Approval Level	May be delegated
Next Review	Summer 24	DfE / LA Status	Recommended statutory

Statement of Policy

Kingswood Primary School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences. It is the intention to apply the policy fairly so that no child is prevented from participating because of financial circumstances. All such children will be given equal consideration regardless of the amount of voluntary contribution made by their parents.

Day Trips

- Charges levied for day trips will represent the actual cost of providing the trip. No profit will be made.
- Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.
- Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip.
- Once a trip has been paid for by parents, there will be no reimbursement for absentees on the day.
- Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected. Any shortfall may be met from the Pupil Premium Fund, School Fund or from sponsorship or donations.
- Where sponsorship funds or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be applied against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would otherwise be unable to participate because of financial hardship.

Experiences offered in School

Each class is responsible for providing enhanced learning experiences within school. The cost of providing these experiences is to be met by a voluntary contribution sought from parents of children within the class that will benefit the class.

- Charges levied will be the actual costs of providing the experience. No profit will be made.
- Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is not received.
- No child is to be prevented from participating because a voluntary contribution has not been received but parents will be encouraged to pay.
- The school may subsidise costs when possible from either the school budget or the school fund
- Once a voluntary contribution has been made by parents, there will be no reimbursement for absentees on the day.

Residential Trips

- Charges levied for residential trips will represent the actual cost of providing the trip. No profit will be made.
- An initial deposit is usually requested for such residential trips with the remaining cost paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required.
- Where sponsorship funds or donations have been received towards the cost of any trip, it is for the school to decide how to use them. Contributions may be applied against the cost of a trip as a whole or used to reduce or remit the charge for individual children who would otherwise be unable to participate because of financial hardship.
- On occasions Pupil Premium Funding may be used to subsidise costs for children eligible for free school meals.

Contribution to the School Fund

- The school fund exists to enhance the learning experiences of the children at Kingswood Primary School including, for example, visits from theatre companies or curriculum related workshops.
- Save for activities fully underwritten through sponsorship or donations if an activity cannot be funded without voluntary contributions from parents it will be cancelled.
- The school may charge for clubs outside of normal school hours that are not part of the National Curriculum. The cost will be made for materials, resources or staff costs.