



The Inspire Federation

Charging and Remission Policy

The **Inspire Federation** comprises of Four Elms Primary School and Seal Primary School. Both primary schools cater for children between the ages of 4 and 11 years.

At Four Elms the school day runs from 8.45am to 3.15pm

At Seal Primary School the school day for Reception and KS1 children is 8.55am to 3.15pm. For KS2 children it is 8.55am to 3.30pm.

1. Introduction

The **Inspire Federation** recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Federation aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. There are charges for individual or group music tuition as well as guests or groups coming to the school to complement an area of the curriculum the children are working on, or for entertainment purposes such as pantomime.

2. Charges

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school(s) invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any 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. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

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 or places of historical interest

Sporting activities which require transport expenses

Outdoor Adventure Activities, Farms, National Trust sites

Visits to the theatre

Musical events

3. Residential Trips

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 charge for the education. However, we do make a charge to cover the costs of board and lodging, and travel expenses, although parents and carers who receive certain state benefits may be exempt from this charge. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

4. Music

There is a charge for individual or group music tuition if this is not part of the National Curriculum. Peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

5. Swimming

Both schools organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We do ask for a voluntary contribution from parents and carers to cover the costs. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

The full cost of out of school clubs is charged to all pupils on a pro rata basis.

6. Remissions and Concessions

The Federation will give consideration to the remission of charges to parents or carers who receive the following support payments:

Income Support

Income based Job Seekers Allowance

Child Tax Credit (where the person is not receiving working tax credit as well)

Support under Part VI of the Immigration and Asylum Act 1999

Children who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

7. Pupil Premium and other additional funding.

There are a number of pupils in the Federation for whom the schools receives extra funds such as Pupil Premium, Looked after Children and Service Children. The spending of this funding is down to each school to decide for the benefit of all pupils in receipt of the funding. However, in cases of genuine hardship, it may be deemed appropriate to use such funding to help towards the costs of activities and provision if this was considered beneficial to meeting the pupils' needs. When arranging a chargeable activity such parents will be offered, in confidence, full or partial remission of charges. Authorisation for such remission will be made by the Head of School in consultation with the Executive Headteacher.

Signed ...Paul Thompson..... Date...3 February 2019.....
(Chair of Governors)

Signed..... Date:.....
(Executive Headteacher)

Signed..... Date:.....
(Head of School – Four Elms)

Signed..... Date:.....
(Head of School - Seal)