

**Cold Norton Primary School**  
**Policy for Charging and Remissions**

It is the policy of the school to enrich the experience of the children through a variety of trips, visits, outside expertise and practical work. The School recognises that such stimuli are an invaluable aid to learning, and form an important aspect of the children's education.

In order to facilitate these activities, it has been the tradition that parents have been asked to contribute towards the extra expense incurred. The regulations on charging, as stated in the Education Reform Act, lay down specific regulations on the charges a school can make. It is therefore necessary for the school to have clear guidelines on how the regulations, affect current and future activities.

### **1 General Policy**

The School accepts and endorses the Essex County Council guidelines relating to charges.

### **2. Specific activities**

#### **A) Swimming**

To meet the objectives required by the National Curriculum that all children are able to swim 25 metres by the end of Key Stage 2, our current arrangements (see P.E. policy) are that KS2 have lessons during the year. A voluntary contribution is requested to cover the transport and tuition costs. If parents are unable to contribute, the school will support in exceptional circumstances.

#### **B) Non Residential Visits and Visiting groups/speakers**

Parents will be informed of the nature of the activity and be invited to make a voluntary contribution towards the cost, amounting to the total cost divided by the number of children taking part. If parents are willing to make these contributions, the activity will be confirmed, and the event proceed. No child will be excluded on the basis of unwillingness to pay, but should a significant number not pay, the activity may well have to be cancelled and similar future events put at risk.

### C) Residential Visits

The educational and social benefits of such trips are highly valued by the School. At present, Year 6 take part on a weeklong residential trip each year.

Procedures are as follows;

- i) Parents are informed of the itinerary, dates and purpose of the visit.
- ii) Parents are informed of the total contribution required in order to make the visit viable. It will then be made clear that this includes board and lodging, for which a charge can be levied, as well as travel, adult supervision, insurance and other incidental expenses which require a voluntary contribution.
- iii) Parents will be asked for the full cost of the trip. Those families who are in receipt of free school meals, will have some of the board and lodging element of the trip paid for by the school. Staff will deal with this situation in a sympathetic and confidential manner.
- iv) Should any parents wish their child to participate, but are unwilling to pay the contribution, the school reserves the right to exclude the child from the visit but will make every effort to ensure the full child's full National Curriculum entitlement back in school.

### D) Consumable materials

These will be charged if it is necessary to recoup expenses for such activities as cooking, technology etc. In the case of an end product, parents will be informed that a charge will be levied if they wish to own it. No child will be excluded from such activities through non-payment but may not be able to take the product home. A small charge is made for snacks in the Early Years class. These form an integral part of the curriculum and parents are charged each term to cover the cost. In the case of non-payment, a reminder will be sent to the parents. If a parent is unwilling to make a contribution, the child may still receive the snack at the class teacher's discretion.

f) Other Charges

If deemed appropriate, on occasions a charge will be made 'at cost' if items such as homework diaries, school books, handwriting pens etc. are lost or badly cared for.

Mrs P Dowsing  
Autumn 2015

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### **MISSION STATEMENT**

At Cold Norton Primary School we will provide a rich learning environment where each child develops knowledge, skills and understanding to achieve their full potential. Our aim is for each child to become:

- Happy, independent, self-confident, emotionally and spiritually literate.
- An enthusiastic and equipped learner who enjoys a challenge and copes well with change.
- Brimming with personal and physical wellbeing.
- Have an interest in, respect for and awareness of both their world and the world beyond them.
- A creative thinker who can make wise choices.

This policy was agreed autumn 2015  
Due to be reviewed autumn 2018

Mrs P Dowsing