Janet Duke Primary School: Charging and Remissions Policy

1. **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 some individual or small-group music tuition.

2. **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 requests to parents for voluntary contributions make it clear that they are voluntary. Children of parents that do not contribute will not be treated differently. No pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

   If a particular activity cannot take place without voluntary contributions from parents, the situation is explained at the planning stage. Voluntary contributions will not exceed the actual cost of the trip or event.

   Where there are not enough voluntary contributions to make the activity possible, and there is not a way to make up the shortfall, then it will be cancelled, and contributions reimbursed.

   The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

   Visits to museums
   Sporting activities which require transport expenses
   Outdoor adventure activities
   Visits to or by a theatre company
   School Trips
   Musical Events
   Extra-Curricular Activities

3. **Residential Trips**

   If the school organises a residential visit in school time, or mainly in school time, parents will have to pay the cost of board and lodging for their child. The Governing Body have agreed a Hardship Fund and parents of children who are eligible for Pupil Premium funding or have other extenuating financial support circumstances can apply to access this fund.

4. **Music Tuition**

   All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum and is provided by an external source.

5. **Swimming**

   The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. 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. Should costs be incurred in transporting pupils to and from a pool this will also be recharged.

6. **Loss or Damage**
   The school reserves the right to ask parents to contribute toward replacing damaged or lost property caused wilfully or negligently by their children or users.

7. **Lettings**
   The school is available for lettings at the discretion of the Headteacher and Governing Body. A separate lettings policy is available.

8. **Monitoring and Review**
   This policy is monitored by the Governing Body and will be reviewed annually or earlier if necessary.

Signed ……. Chair of Governors

Dated: 24 January 2025