



"We all flourish from a wealth of learning experiences that positively impact on our educational, physical and emotional success



Charging and Remissions Policy

Cycle:	1
Approved by the full governing (date):	
Approved by the Executive Headteacher:	
Approved by the Headteacher:	March 2024
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Charging and Remissions Policy

Status: Statutory

1 Introduction

- 1.1 We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. 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 contribution

- 2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school may ask parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.
- 2.2 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 and carers have a right to know how each trip is funded, and the school provides this information on request.
- 2.3 The following is a list of additional activities, organised by the school, where a voluntary contribution from parents or carers may be requested. This list is not exhaustive, but includes items such as
- visits to museums etc
 - sporting activities where transport expenses are being incurred
 - outdoor adventure activities
 - visits to or by a theatre company
 - school trips - day or residential
 - musical events.

3 Residential visits

- 3.1 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 suggest a charge to cover the costs of board, lodging and transport, although parents and carers who receive state benefits may be exempt from part/all of this charge. If we cannot raise sufficient funding through 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 tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 Some pupils may take part in individual or small-group music tuition as an additional activity, which not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. There is a charge for these lessons, but payment is made to the visiting music teacher, (often via the school). We give parents and carers information about additional music tuition at the start of each academic year.

5 Swimming

- 5.1 The school organises swimming lessons for children Year 4 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.

6 Outside agencies

- 6.1 The school has various outside agencies that provide opportunities and coaching to pupils who chose to attend their sessions. Qualified coaches and/or instructors run and organise these sessions. Some of these agencies charge for these sessions and parents have to pay the charge for these sessions direct to the agency concerned.

7 Transport by minibus/coach

- 7.1 If children are transported in a minibus/coach to an extra-curricular activity, the school may have to make a charge to cover the expenses of the transport. The school does not make a profit from these charges.

8 Arbor Parent App

- 8.1 Horsted School now uses an online system for payment of money, with the exception of PTA activities. Online payments are accessed through the Arbor App; anyone wishing to use this system needs to download the app and sign in to create their online payment account. If difficulties are encountered, the school office can offer assistance to parents to help them do this.

9 PTA Events and activities

- 9.1 Money for PTA events and activities, such as the Christmas card designs, Mothers and Father's Day shops, Games Days etc, needs to be sent into school in a sealed envelope, with the name of the pupil, their class and details of what the money is for on the outside of the envelope. The envelopes need to be given to an adult in class, or can be handed in directly to the school office.

10 Monitoring and review

- 10.1 This policy is monitored by the governing body, and will be reviewed every two years or earlier if necessary.



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