



Otterburn First School

Charging Policy & Remissions Policy

Document Status	
Author	Mrs Henderson
Date of origin	3.2.2016
Version	1
Review requirements	3 Years
Date of next review	3.2.2019
Approval Body	Full

Charging Policy & Remissions Policy

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school 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;
- sporting activities which require transport expenses
- weekly swimming lessons;
- outdoor adventure activities;
- visits to the theatre;
- residential school trips;
- musical or creative events.

Residential visits

If the school organises a residential visit in school time or mainly 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 transport, board and lodging. Parents who receive state benefits are supported by the pupil premium funding.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

Swimming

The school currently organises swimming lessons for all children in Y2, 3, 4 from Sprint Term (2nd half) and then the whole school for the rest of the academic year. These take place in school time. We request a voluntary contribution towards the cost of the lessons and transport. We inform parents when these lessons are to take place, and ask parents for their written permission for their child to take part in swimming lessons.

Remissions Policy

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity.

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income
- The guarantee element of State Pension Credit