



Charging & Remissions Policy

'Proud of our trust schools, proud of our achievements'

Certified as reviewed & approved by the Finance & Audit Committee: 9th November 2022

Next review date: Autumn 2023

The HERA Primary Academy Trust a company registered in England and Wales. Company Number: 10571943.

1 Relationship to other Trust schools policies

This policy should be read in conjunction with the

EYFS Policy

Equality Plan & Scheme

Curriculum Policy

Educational Visits Policy

Teaching and Learning Policy.

1.1 Introduction

The HERA Trust Board recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

The Trust aims to promote and provide such activities, wherever resources permit, both as part of a broad and balanced curriculum for the pupils and as additional optional activities.

1.2 Definitions

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

2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, trust schools invite parents to contribute to the cost. 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.

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 have a right to know how each trip is funded, and the trust schools will provide this information on request.

2.3 The following is a list of additional activities, organised by the trust schools, 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;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events;
- visits to the cinema;
- visits to farms, zoos & wildlife centres

3 Residential visits

3.1 If a trust 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 make a charge to cover the costs of any board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to speak in confidence to the Head of School.

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 tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 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. These individual or small-group lessons are taught by Essex peripatetic music teachers. We make a charge for these lessons, but parents in receipt of state benefits can apply for vouchers. We give parents information about additional music tuition at the start of each academic year. In addition to this the trust schools provide lessons and instruments for a number of children through Pupil Premium funding, for which there is no charge.

5 Swimming

- 5.1 The trust schools organises swimming lessons for children in KS2. These take place in trust schools time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution from parents to cover the cost. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.

6 Outside Providers

- 6.1 The member trust schools offer clubs each term which are free and run by teaching staff. However, from time to time outside providers are used to provide additional clubs, such as dance, Brownies etc. These additional activities will incur a cost, which the trust schools do not subsidise. However, through PE and Sports funding the trust schools offers free and subsidised sports clubs from external providers.

7 Breakages

A charge may be imposed by the Trust on parents for breakages of property, damage or loss of books or equipment.

8 Remissions

When arranging a chargeable activity such as a residential trip, parents will be invited to apply in confidence for consideration of a remission of the payment. The remission will be based on individual cases and on an event-by-event basis.

9 Additional considerations

The Trust recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

10 Monitoring and review

This policy will be formally reviewed by the Finance & Audit Committee of the Trust on an annual basis. In the event of new guidance being made available, this review date will be moved forward.