Charging & Remission Policy

Approved by:	**Head Teacher & Chair of Governors**
Date Created:	**June 2025**
Next review Date:	**September 2027**

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. Individual or group music tuition is provided in School time, however, the agreement is between parents and the Dudley Performing Arts. DPA will invoice parents directly. As a result, this falls outside of the Charging and Remission Policy.

Remission Policy

Pupils whose parents/careers are in receipt of the following benefits may be exempt from making voluntary contributions requested:

Some areas covered by Universal Credit Including –
Income Support
Income bases job seekers allowance
Income related employment and support allowance
Child tax credit (provided you are not also entitled to Working tax credit and have an annual income of no more than £16,190)
Working tax credit run-on paid for 4 weeks after you stop qualifying for working tax credit

Pupils who meet the criteria for Ever6, will be considered on an individual basis for assistance with residential visits.

Please indicate confidentially if you are in receipt of one of the benefits listed above to the School Office. Further information can be obtained from Dudley Council's website at

http://www.dudley.gov.uk/resident/your-council/benefits/free-school-meals/

Voluntary Contributions (see remission policy)

After 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, NB: if we do not receive sufficient voluntary contributions, we may have to cancel the trip. If a trip does go ahead, it may include children whose parents have not paid a contribution.
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 full in the trip or activity.
No profit can be made from organised trips: therefore, we are only able to request a contribution equivalent to the fee per pupil. Sometimes the school may pay additional costs from its own funds/fundraising activities in order to support the visit. Parents have a right to know how each trip/event is funded. The school provides this information on request. Please see Freedom of Information guidance.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

Visits to Musuems
Sporting activities which require transport expenses
Outdoor adventure activities
Visits to the theatre
School trips
Workshops/events held in school

Swimming (see remission policy)

The school organises swimming lessons for the children in KS2. These take place in school time and are part of the National Curriculum. We make no charge for this activity: however, we do request a voluntary contribution towards the cost of the coach travel. We inform parents of the dates that booked before the beginning of each classes block of lessons and request the contribution to be paid in advance.

Residential Visits ~ optional extra (see remission policy)

When the school organises a residential visit in which pupils have the opportunity to participate if they so wish, and where the aim is to provide education over and above that directly related to the National Curriculum, we do have to request a contribution for expenses incurred (to cover the board and lodgings, travel, insurance, cover supervision costs, instructors, etc).

By confirming your child would like to participate you will enter a binding contract with us whereby you agree to pay the full balance, even if your child does not go on residential. This is because payments we make are non-refundable and, once a place is booked, we are required to pay the full balance.

Parents who have genuine difficulties meeting the costs (see remissions policy) are asked to discuss the situation with the Head Teacher. At the discretion of Governors some financial assistance may be offered subject to the circumstances of each particular case.

Bank Charges

If a cheque is returned to the school due to insufficient funds, the school will pass on any charges incurred from the bank to the parent/carer who authorised the cheque.

Lost books / Resources

If a book is lost by a pupil, or an item damaged. It may be necessary to request reimbursement from parents to cover the cost of replacements.

Extended Services

Breakfast Club

Start time: 7.30AM Finish time: 8.50AM £4.00 per child per session

Funds are used to pay for staff and invest in resources. School is invoiced by Shire Catering Services for resources and supplies provided. There is an additional policy for attending, cancelling and paying for the club.

OSCA – After School Club.

Option 1	**Start time: 3.15PM**	**Finish time: 4.30PM**	**£4.00 per child per session**
Option 2	**Start time: 3.15PM**	**Finish time: 6.00PM**	**£8.00 per child per session**

After school club is provided on site to assist parents with childcare arrangements. Funds are used to pay for staff, purchase resources and supplies for catering requirements. There is an additional policy for attending, cancelling and paying for the club.

OSCA reserve the right to charge a late collection fee of £ 15.00 if your child has not been collected when the session has finishes at 6.00PM

Refunds for Extended Services

If the school have to cancel for any reason (e.g. strike) a full refund will be given for the missed session or the amount carried forward. Refunds are not given if a pupil is absent due to illness/holidays or for any other personal circumstance or if the booking is cancelled by the parent/carer on the day of the booked session.

Help & Support

Parents who have genuine difficulties meeting the costs are asked to discuss the situation with the Head Teacher who is delegated by the Governors to consider/agree to financial assistance being offered subject to the circumstances of each particular case.

Childcare Vouchers

The school accepts payment by Childcare vouchers for Breakfast club, OSCA & Nursery wraparound care only from parent. CV's cannot be used as payment for anything else.

Signed _____ Head Teacher

Signed _____ Chair of Governors

Date updated 04/06/25
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