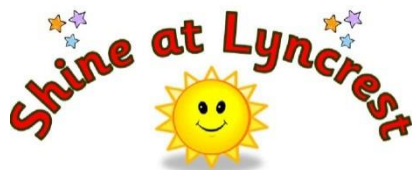


# Lyncrest Primary School



## Charges and Remissions Policy



## Charging and Remissions Policy

Lyncrest Primary School and Nursery recognise the valuable contribution that the wide range of additional activities, including educational visits, clubs and residential experiences can make towards pupils' education.

The school aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The school endorses the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

The purpose of this Policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day is defined as Monday to Friday 8.50am-3.15pm.

The school believes that activities such as swimming and educational visits (or visitors) are an extension to, and an enrichment of the curriculum.

The school will:

- Ensure that activities offered as part of the National Curriculum and wholly within normal school time should be available to all pupils, regardless of their parents'/carers' ability or willingness to help meet the cost.
- Invite voluntary contributions for the benefit of the pupils or in support of any activity organised by the school, either in or outside school hours. All contributions are voluntary. If the school does not receive sufficient voluntary contributions, it may cancel an education visit. If an educational visit goes ahead, it may include children whose parents have not paid any contribution. The school does not treat these children differently from any others.
- Charge for optional activities provided wholly or mainly out of school hours.

### **Residential Visits**

A residential visit organised by the school in school time or mainly school time, which is to provide education directly related to the National Curriculum, will be chargeable. Charges will be made to cover the cost of any workshops, board, lodging and travel expenses. If parents/carers are experiencing financial difficulty they are invited to speak in confidence to the Headteacher.

In the case of Residential trips when the school has to make a commitment in advance, any deposit received from the parents/carers will be non-refundable. The school will give sufficient notice to allow parents/carers to pay by instalments. Parents/carers of children who receive free school meals are offered the option to make a reduced payment.

### **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 music tuition if this is requested by parents. Peripatetic music tutors teach KS2 individuals or small group lessons and the school charges the parents a termly subsidised rate. Parents/carers of children who receive free school meals are offered a reduced subsidised rate.

### **Swimming**

The school organises swimming lessons for children. These take place in school time and are part of the National Curriculum. We make no charge for swimming lessons.

### **Breakages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher may decide to make a charge. Each incident will be dealt with on its own merit and at the Headteacher's discretion.

### **Breakfast Club**

Breakfast Club is held during the school week from 8:00am to 8:50am. Parents/carers may apply for a place for the children. Current charges are available from the school office. Any payments made for breakfast club should be paid prior to the commencement of the club using the School Money website (further details of this can be found at the school office) up to midnight on the day before the club is needed to be accessed. In exceptional circumstances the office will accept cash.

### **Lyncrest Lounge**

Our after school club is held during the school week from 3.15pm-5.30pm. Parents/carers may apply for their child(ren) to attend. Current charges are available from the school office and must be paid in advance. Parents who collect late will be charged a late fee and their place may be withdrawn.

### **Early Years**

The children in Nursery and Reception have a daily snack which is provided for every child. Parents/carers are asked to pay a nominal fee each week to cover these costs.

### **Nursery Extra Sessions**

When the Nursery has spaces, parents may be invited to book an additional weekly session for their child to enable them to stay all day.

If this is offered, the parent will be asked to contribute £10 per session. The parent will provide a lunch for their child. The session then lasts from 8.50am to 3.30pm.

### **Lunches**

Our hot meals are provided by Nourish. Parents book, select and pay for meals through a password protected website. Lunch is free for Reception, Year 1 and Year 2 but still must be booked in advance on-line.