



# **Reedness Primary School**

## **Charging and Remissions**

### **Policy**



#### **1. Introduction**

- 1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

#### **2. Voluntary contributions**

- 2.1 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.
- 2.2 No student may be excluded from the visit because of inability or unwillingness to pay but the school is entitled to cancel the visit if the cost is not met by voluntary contributions
- 2.3 Occasionally, the school will seek voluntary donations from events such as non-uniform days, sponsorship etc. The purpose for which the donation will be used is explained clearly to parents and visitors.
- 2.4 Charges must not be more than the cost of the visit and can include: travel, board and lodgings, materials, books and other equipment, Support staff costs and Teaching staff costs (travel, board and lodging), a preliminary visit if required and insurance costs

#### **3. Residential visits**

- 3.1 If the school organises a residential visit in school time or mainly school time, which is mainly to provide education directly related to the National Curriculum, we do make a charge to cover the costs of board and lodging expect where parents are entitled to statutory remission.
- 3.2 Children get the opportunity to go on multiple Residential, therefore we only charge the children for their first residential visit. All other visits are FREE of charge for every child.

#### **4. Music tuition**

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

- 4.2 If a child receives extra-curricular instrument tuition, then they will be charged for this. Charges will be communicated with parents prior to lessons commencing. Students entitled to free school meals will be exempt from these charges.

## **5. Swimming**

- 5.1 The East Riding of Yorkshire Council's Sports Development Unit organises swimming lessons for all children in Years 3, 4 & 5. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.
- 5.2 Due to the small nature of our key stage 2 class, Year 6 children will also be entitled to attend swimming sessions.

## **6. Sporting Activities**

- 6.1 Opportunities arise to work with sport specific coaches, these sessions will not be charged. These will be paid for through the Sports Premium.

## **7. The Freedom of Information Act**

- 7.1 The Freedom of Information Act allows parents the right to ask for copies of various reports. There is no charge for this facility.

## **8. Damages to or Loss of School Property**

- 8.1 The school will seek payment from parents for damages to or loss of school property caused wilfully or negligently by their children.
- 8.2 The school will invoice the parent. The invoice must be paid within four weeks of the invoice date.

Parents must contact the school during the first week of receiving the invoice, if they wish to negotiate a regular payment scheme over an extended period.

## **9. Invoices and Inter-departmental Accounts**

The school must receive payment of an invoice or IDA within four weeks of the invoice date. If payment is not received a reminder will be sent.

## **10. School Meals**

Parents will be informed of any increases in the cost of school meals. Guidance on meal prices is obtained from the LA.

Payment will be added to parents ParentPay account. A reminder will be sent to parents when they are £10 in debt. Failure to keep up to date with payments will result in the school sending an email reminder informing the parent of their arrears.

If the arrears have not been paid during the week after then a second email will be sent advising the parent that they must settle the outstanding amount by a certain date or make alternative arrangement for lunch until the outstanding amount has been cleared.

If necessary, a further email regarding the unpaid arrears will be sent and will state that if the arrears have not been cleared by a certain date, they will have to make alternative arrangements for their child's dinner i.e. packed lunch and the debt will be referred to the debt collection service or even the Small Claims Court.

## **11. Private Lettings**

Interested parties may contact the school regarding the letting of a classroom or the school hall, as long as they have the correct insurance in place. Prices will be given upon request.

### **Review and Monitoring:**

This policy will be reviewed by the Governing Body.

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Date: September 2025

Date to be reviewed: September, 2026

Approved by: Governing Body

Signed: M.Herbert