



# THE FOREST FEDERATION

## Charging and Remissions

### 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, extra curricula French, Karate and football lessons.

### School Activities

The governors wish to ensure that all pupils have access to all areas of the life of the school, regardless of the parents' ability to pay.

In the event of activities organised by the school during school hours involving a direct cost to the school, voluntary contributions are sought from the parents to cover the cost of these activities. No child is excluded from participating in the activities because of non-payment of the contribution, but it is usually necessary for a substantial number of parents to contribute before the activity can go ahead.

In the case of activities partly during the school day, and partly out of school hours, charges will be made for the time outside school hours, and for board and lodging on a residential school journey.

The Headteacher and governors will consider sympathetically cases of genuine financial need and remit charges where appropriate.

### Voluntary contributions

When organising school trips, visits or visitors which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. School trips are non-profit making. 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; this may use pupil premium funds. 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;
- outdoor adventure activities;
- visits to the theatre;
- musical events.

### Residential visits

The school organises residential visits in school time or mainly in school time, we do make a charge to cover the costs of travel, board and lodging. Parents who receive free pupil premium are exempt from 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 or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach extra curricula individual or small group lessons. A charge is made for these lessons. We give parents information about additional music tuition at the start of each academic year. The Governors seek, by charging fees to those with parental responsibility, to recoup no more than the actual charge upon the school budget of instrument tuition. We offer the opportunity for pupil premium pupils to receive music tuition. The Governors cannot guarantee to offer music tuition to all claimants since there may be limitation of resources and teachers.

### Swimming

The school organises swimming lessons for all children in Key Stage 2 (and year 2 at Needwood). 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.

### Clubs

The school offers additional clubs / coaching at certain times of the year. There is a charge for these sessions if an external company is bought in.

Reviewed November 2017

## **Books**

If children / families lose or damage a school book we:

- a. Ask parents to replace the exact book if at all possible. These can be ordered into local book shops.
- b. If parents cannot do that we ask for list price if we know it or £.7.50 for a paperback as they are usually £6.99 and £15 for a hard back non-fiction book.

## **Diaries**

If children / families lose a school diary we: Ask parents to pay a cost of £4.50. We have a limited supply and have to buy in bulk with delivery costs. It is important that families do not undervalue this books importance and this charge is to ensure that families respect and look after them.

## **Badges**

Lost badges can be replaced for £1.

## **PE KIT**

Children use the schools team kits. We have them in a variety of sizes but make up a team strip. If the kit is not returned parents will be charged for a like for like replacement.

## **Pupil Premium**

At the discretion of the Head Teacher pupil premium may be used to offer places to pupils who are supported by pupil premium funding places at extra-curricular clubs and enrichment activities. School will also offer to pay the full costs of the outdoor educational residential visit from pupil premium. Pupil premium will first and foremost be used to support teaching and learning. (see pupil premium policy and reports).

## **Hire of the school buildings**

As specified in the 'Lettings Policy'

## **Freedom of Information and Data Protection**

A charge of £10.00 will be made for requests for copies of personal information made under the Freedom of Information Act.

## **Petrol Expense Claims**

Petrol and parking expense claims may be paid (at the discretion of the head teacher) to employed members of staff travelling to and from venues for training purposes. Expense claims must be completed using 'Staffordshire County Council – Expenses Form' form (available from the Office Services Manager) and be accompanied by a VAT petrol receipt, dated prior to the day of travel. Mileage must be calculated to and from the venue less the number of miles travelled to and from the normal place of work. All claims must be made within 10 working days of the date of travel.

## **Administration**

### Photocopying Black and White

|    |              |
|----|--------------|
| A4 | 10p per copy |
| A3 | 15p per copy |

### Photocopying Colour

|    |              |
|----|--------------|
| A4 | 25p per copy |
| A3 | 35p per copy |

### Laminating

|    |              |
|----|--------------|
| A4 | 40p per copy |
| A3 | 70p per copy |

## **Telephone/Fax**

### To send a fax

40p per page

A record of all payments for the above is kept in the school office.

### Telephone Calls

Make a note of the date, telephone number and the name of the person making the telephone call in the book located in the school office. Amount to be charged will be taken from the British Telecom invoice and this will be requested from the person making the telephone call.

## **Damage and Loss of Equipment**

The Headteacher and The Governing Body reserve the right to charge members of staff and parents for the loss or damage to school equipment or property, incurred by wilful neglect or purposeful damage.

## **Governors**

Reviewed November 2017

As part of their Governance of schools work may claim appropriate child care, mileage and parking fees