

Vigo Primary School



CHARGING AND REMISSIONS POLICY

This policy has been approved and adopted by the Governing Body in May 2025 and will be reviewed in May 2028.

Signed: M.Johnson – Chair of Governors

At Vigo Primary School we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describe how we will do our best to ensure a good range of visits and activities is offered at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Relationship to other policies

The policy compliments the school's equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

All education during school hours is free (including the supply of any materials, books, instruments or other equipment). We do not charge for any activity undertaken as part of the National Curriculum however, Governors have agreed that Voluntary Contributions may be requested.

Voluntary contributions

When organising school daytrips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute a maximum of £15 per trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip if it is not financially viable. If a daytrip 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. Parents have a right to know how each trip is funded. The school will provide this information on request.

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

- visits to museums and historical sites;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- fieldwork activities;
- musical events.

Paid School Meals

Dolce are the school caterers and charge £2.70 per school meal this cost will increase to £3.00 from September 2025. Parents must order and pay for school meals using Dolce's ordering system called SchoolGrid (the school will set up your parent account when your child joins the school). Payments cannot be made to the school office for school meals. For more information please refer to Dolce's website: <https://www.dolce.co.uk/parents/>.

Free School Meals - Year R, KS1 and KS2

Parents/Carers who are in receipt of certain benefits, may be entitled to Free School Meals (this is applicable even if your child is already receiving free school meals under the Universal Government initiative in Year R and KS1). For more information please see the section below '**Families Qualifying for Help with Charges**'.

Residential visits

The School organises a residential visit for Year 6 each year. Attendance is optional and the purpose of the visit is for personal development and curriculum enrichment. The full cost of this trip is charged to the parents. However, if children are entitled to free school meals the school will contribute to the costing of the board and lodgings element of the residential.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. Charges will be applied to individually/small group Music Tuition (Peripatetic Music Lessons) which is not part of the national curriculum in which parents will be required to book for their children if a music tuition offer is made by the school. Charges are in line with Hampshire Music Service rates for music tutors, applied charges may vary depending on the academic year and number of children attending the tuition, details of charges will be communicated at the time of the offer.

Swimming

The school organises swimming lessons for all children in Key Stage 2. 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, and we ask parents for their written permission for their child to take part in swimming lessons.

After School Activities

The school offers after school activities provided by school staff. No charge is made for these sessions.

Breakfast Club

The school operates a breakfast club. There is a £2.50 registration fee, the cost of each session £3.50 and includes breakfast. Breakfast club is offered for free to families in receipt of free school meals.

Hire charges

The school hall or music room can be hired by groups. Charges are outlined in our lettings policy. Any group wishing to hire our facilities must have Public Liability Insurance, a full risk assessment and all staff members must be DBS checked.

Families qualifying for help with charges (including Free School Meals)

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to

parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

Parents in receipt of –

- Income support
- Income based jobseekers' allowance
- Support under part VI of the immigration and asylum act 1999
- Child Tax Credit, providing that working tax credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed state pension
- Eligibility for Free School Meals/Pupil Premium

If any parent will suffer financial hardship they may, in some circumstances, be able to seek help with the costs. This will be decided by the headteacher considering as to whether additional help is justified on an individual basis.

Parents can apply online for Free School Meals at <https://www.cloudforedu.org.uk/ofsm/hants>. If you do not have access to the internet, please ask the school office who can apply on your behalf. Please be aware that all applications for Free School Meals are treated with the strictest confidence.

The governing body 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:

- arrange a system whereby parents can 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

GDPR and Subject Access Request

The school has adopted the following policy;

To charge the statutory maximum fee in respect of a request made under the GDPR Act 2018.

To charge a fee not exceeding the cost of supply in respect of a request made under the Education (Pupil Information) (England) Regulations 2000; and

To charge a fee, in accordance with relevant regulations, in respect of a request made under the Freedom of Information Act 2000.