

INVICTUS

Education Trust



Voluntary Contributions, Charging and Remissions POLICY

Approved by School Governing Board

Spring 2022

To be reviewed by SGB

Spring 2025



INVICTUS
SIXTH FORM

School Census Policy	
Committee Approval Level	SGB
Policy Author/Responsibility	A Middleton
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Policy Approved by Committee	
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1 Introduction

- 1.1 All education during school hours is free. We do not charge for any activity undertaken or materials used as part of the National Curriculum with the exception of individual or group music tuition or where costs are such that the school is unable to fund an activity from its budget.
- 1.2 "Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution." ***Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities May 2018***

2 Educational Visits

- 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. 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. Should the trip be deemed to be of significant educational value to need to go ahead, Governors may fund costs up to 30% of the cost for individual children if voluntary funds do not cover the visit and there is money in the budget available. (See Remissions statement below)
- 2.2 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 provides this information on request.
- 2.3 If parents do not return the permission slip by the deadline, their child will not be able to go on the trip. Parents will be reminded by text message.

3 Remissions Statement

- 3.1 If parents are unable to contribute towards the cost, they must request support from the Headteacher giving appropriate details of circumstances as to the reason for the remission. Remission of charges may be available on request, in the following circumstances:
 - Children eligible for Free School Meals

- Evidence of exceptional expense at that particular time, eg more than one child in same family may be going on same trip.

Information sent to parents about the visit will include a statement requesting the parent to inform the office staff of their circumstances if they are unable to make a voluntary contribution. This information will be passed on to the Headteacher to make a decision based on the above.

- 3.2 Refunds will only be made in exceptional circumstances and at the discretion of the Headteacher.

4 Residential Visits

- 4.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. Parents whose children are eligible for Free School Meals may be exempt from full payment. This will depend on the type of residential trip. In the event of additional excursions during a residential visit there may be additional charges. Notification of this will be given well in advance.

5 Music Tuition

- 5.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 5.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum.

6 Swimming

- 6.1 The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum, so we do not charge for it. We request a minimal voluntary contribution to cover the cost of transport.
- 6.2 If a parent does not contribute, we do not treat their child differently from any other, they will still go swimming.

7 Cooking

- 7.1 The children may take part in cooking activities, taking the prepared food home. We do not charge for this. We may ask for a voluntary contribution to help cover the cost of ingredients and containers so that the children can take the food home.
- 7.2 If a parent does not contribute, we do not treat their child differently from any other, they will still do cooking and take the food home.

8 After School Clubs

- 8.1 The school offers additional activities after school. This is carried out by school staff or qualified coaches. There is a nominal charge of £1 per child per session for most clubs. Those after-school clubs with external coaches may cost more if school has to pay for the session. These sessions are optional and parents/carers must pay in advance.

9 Transport Costs

- 9.1 We normally charge children if they are transported in hired transport to an extra curricular activity. However, we use these charges only to cover the expenses of the trip and not to make a profit. Wherever possible we try to fund these costs out of school fund.
- 9.2 Any transport provided by the school during school hours will be free of charge, but a voluntary contribution may be requested.

10 Optional Activities

- 10.1 The school sometimes offers optional “fun” activities that parents/carers can choose for their children to take part in e.g. a trip to the theatre, Alton Towers or a sporting event.
- 10.2 As the activity is optional, the full cost of the activity must be paid for by the parent/carer. This cost may include entrance and transport costs, and any other charges made by the venue.

11 Non-uniform days

- 11.1 The school sometimes arranges “mufti-days” or theme days where children, and staff, are invited to wear special clothes or non-uniform for a voluntary contribution.
- 11.2 The day may be linked to a charity e.g. Project Gambia, in which case the donation goes to that charity..

12 Donations of items

- 12.1 The school asks for donations for Harvest Festival and the Christmas and Summer Fairs; these are voluntary donations.
- 12.2 We may ask for donations of items for other charities e.g. Project Gambia; these are voluntary donations.