

Orleans Primary School



Charging and Remissions Policy

This policy was reviewed: March 2025

This policy will be next reviewed: March 2026

Orleans Primary School

CHARGING & REMISSIONS POLICY

1 Introduction

- 1.1** All education during school hours is free. There is no 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. 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. Where a parent feels they are unable to meet the full cost, they should contact the Headteacher in confidence to agree a contribution. The school can provide information on how each trip is funded upon request.

- 2.2** The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- in school events, such as Arts week;
- musical events.

3 Music tuition

- 3.1** All children study music as part of the normal school curriculum. We do not charge for this.
- 3.2** There is a charge for individual or group music tuition if this is not part of the National Curriculum. Richmond Music Trust provides peripatetic music teachers to teach individual or small group lessons. Richmond Music Trust makes a charge for these lessons. We give parents information about additional music tuition at the start of each academic year. Please note that the school may use other providers at certain times.

4 Extra-curricular clubs

- 4.1** The school offers additional clubs after school. These may be run by Orleans Primary staff or by external companies. The school reserves the right to charge for internally run clubs to cover the cost of school staff or outside coaches or the provision of materials and energy costs. External club providers reserve the right to charge for spaces within their clubs. Parents who are unable to pay a charge for a school run

club should approach the Headteacher and consideration will be given to their request. The school is unable to pay parents to run clubs.

5 Childcare

- 5.1** Parents/carers will be responsible for meeting full costs of childcare provided by Junior Adventure Group (JAG). Parents/carers may be eligible for financial support towards childcare costs eg childcare tax credits/childcare vouchers, but it is the parents' responsibility to investigate and apply for these.

6 Loss of/damage to School Property

- 6.1** Parents/carers may be asked to meet the costs of repair/replacement of school property lost or damaged as a result of a pupil's misbehaviour.
- 6.2** If reading scheme books are not returned to the school then a £5 charge will be applied to the Arboraccount for the parent/carer to pay. If free reading books are not returned to the school then the parent/carer will be required to replace the missing book with a new copy

7 Residential trips

- 7.1** 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 of costs related to education. The school reserves the right to charge for travel, board and lodgings for residential trips deemed to take place during school term time, or mainly school term time. Where a parent feels they are unable to meet the full cost, they should contact the Headteacher in confidence to agree a contribution. There is no charge for the curriculum costs incurred during residential trips.

8 References for Independent Schools

- 8.1** The school will charge £25 for an Orleans Primary standard reference. This reference will then be sent out to all schools who request it. If specific references are required for a certain school then an additional charge of £25 will be incurred for each additional reference. All payments must be paid via Arbor and the request will only be fulfilled once payment has been received. This money is put into the school fund which is used to support teaching and learning across the school.

9 Passport Forms

- 9.1** The school charges £25 to countersign a Passport Form. All payments must be paid via Arbor and the request will only be fulfilled once payment has been received. This money is put into the school fund which is used to support teaching and learning across the school.

10 Attendance Confirmation Letters

- 10.1** The school charges £10 to produce an official attendance or address confirmation letter to be used for things like extending visas, renewing passports, or confirming attendance at the school. The request will only be fulfilled once payment has been

received. This money is put into the school fund which is to be used to support teaching and learning across the school.

11 Debt Recovery

- 11.1** The school will take all reasonable measures to collect debts. A debt will only be written off after all measures, commensurate with the size and nature of the debt, have been taken to recover it. We may seek advice from the legal team within the local authority as regards debts.