



Charging and Remission Policy

for

Cedar Integrated Primary School and Nursery Unit



Version	Ratified by BoG	Summary of Changes
1.0	October 2015	
2.0	June 2016	
3.0	September 2025	Increased provision
	Policy review date : September 2028	

Introduction

As a school, we recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards our pupils' education. We aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Education during school hours is normally free. We do not charge for any activity undertaken as part of the N.I. Curriculum with the exception of individual or group tuition in certain areas or if outside expertise is 'bought' in to enhance the educational experience of children.

Educational Outings

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.

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.

The following is a list of additional activities organized 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;
- school trips
- using outside expertise e.g. teaching of French or sporting activities
- after school clubs
- musical events.

Residential visits

If the school organises a residential visit e.g. Delamont Outdoor Learning Centre in school time or mainly school time, which is to enrich the educational experience of children, we do make a charge to cover the costs of board, lodging and the cost of expert instruction.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. Cedar facilitates music lessons during the school day by Barry Shields (guitar and ukulele) and Lisa McCrissican (singing coach), families pay the tutor directly. We give parents/carers information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for all children in P4 - P7. These take place in school time and are part of the NI Curriculum. We do charge for this activity. We inform parents when these lessons are to take place.

After School Clubs

At times the school offers additional coaching after school. These external providers e.g. Fun Fit, Forest Club, Football, Miniversity, Dance and Fitness are advertised through the school and payment is paid directly to the provider.

Cedar staff have run after school clubs and a small fee is charged to cover expenses e.g. netball and arts and crafts.

Breakfast Club

Breakfast Club runs every morning from 8:00am for pupils in Nursery to P7.

- £3.00 per child per session (1 child), £5.00 per session for 2 children, £7.00 per session for 3 children.
- Children on Free School Meals- £2:00 each
- Payment required on the day or in advance.

Activity Club

The Activity Club runs from 2-3pm Monday- Thursday afternoons for P1-P3 siblings (P3 siblings up to Halloween only/P1 siblings after Halloween), to allow parents to have only one school pick up.

- Cost: £2:50 per child per session
- Parents/carers can pay by cash in advance or via School Money (the online payment system).

Stay and Play

Stay and Play is a wrap-around service for Nursery pupils. Pupils bring their own packed lunch and stay and play until 1:45pm

- Cost: £6.00 per child per session

Annual Voluntary Family Contribution

Each year we ask families for a Voluntary Family Contribution (£25) towards school funds. This is to cover the cost of:

- The annual cost of our online payment system
- Language lessons

- The cost of buses to sporting and music events
- Pupil workshops.

Parents/carers can pay by cash or via School Money (the online payment system).

As a school, we appreciate that some in our school community are enduring hardship with the current cost-of-living crisis and we fully understand if families cannot make a contribution.

Others

The school will seek payment from parents/carers for damage to, or loss of school property, wilfully or negligently done by their children.

There may be cases of family hardship which make it difficult for the students to take part in particular activities for which a charge is made. Parents/ carers may apply in confidence for the remission of charges in part or full. Authorisation of remission will be made by the Principal in consultation with the Chair of the Board of Governors.