

St Mary & St Pancras Church of England Primary School

CHARGING & REMISSIONS POLICY



T.E.A.M

Together Everyone Achieves More

Date approved.....9th June 2015

Review date..... June 2016

Statement of intent

As a church school what and how we teach, what and how our pupils learn within and beyond the classroom are and must be rooted in Christian values:

Love, respect, honesty generosity, forgiveness, humility, positive morality, unselfishness and tolerance

These values are fundamental in the implementation of this policy to ensure that we maintain our distinctive Christian character of which we are proud.

1. Introduction

- 1.1. 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 some individual or small-group music tuition.

2. Voluntary contributions

- 2.1. Voluntary contributions will be sought for activities such as day trips. Contributions will be genuinely voluntary and children will not be excluded because their parents do not pay.
- 2.2. The purpose of school trips or visits is to enrich the curriculum and the educational experience of the children. The school invites parents to contribute towards the cost of the trip. Charges will not exceed the actual cost (per pupil) of the provision. **If we do not receive sufficient voluntary contributions, the trip may be cancelled.**
- 2.3. 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. More often than not, the school pays additional costs in order to support the visit.
- 2.4. 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 or by a theatre company;
 - Musical events

3. Permitted Charges:

- 3.1. Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the National

Curriculum or religious education (non-chargeable education). A charge may be made however for board and lodgings on any residential educational visit.

4. Materials & Textbooks

- 4.1. Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a small charge may be levied for the cost of the materials used. Textbooks are provided free of charge, but in some subjects, additional revision guides may be available, for which a charge is made.

5. Residential visits/ Year 6 school journey

- 5.1. If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging, professional coaching transportation, entrance fees, insurance, materials and equipment. However, the charge made to individual parent cannot include any cost added to subsidise parents of children are unwilling or unable to pay the charge.

6. Music tuition

- 6.1. All children study music as part of the normal school curriculum. We do not charge for this.
- 6.2. There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents in receipt of state benefits may be exempt from payment. We give parents information about additional music tuition at the start of each academic year.

7. Swimming

- 7.1. The school organises swimming lessons for all children in Key Stage 2 (Y4, 5, 6). These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity.

8. Clubs

- 8.1. The school offers additional clubs after school which may require a professional coach, or a member of the school staff to run and organise these sessions, for example, dance, drama, football, gymnastics. We make a small charge for these sessions to cover half the cost of the coaches.

9. Damage / Loss Property

- 9.1. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

10. Lettings

- 10.1 The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Local Governing Body. (Refer to Lettings Policy)

11. Other Charges

11.1 The Head Teacher or Local Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

12. Monitoring and review

12.1 This policy is monitored by the governing body, and will be reviewed on an annual basis.