

St Paul's C of E School, Leamington Spa

Charging & Remissions policy

1 Introduction

- 1.1** The Education Reform Act 1988 introduced provisions on charging for school activities for the following purposes: promoting the right to a free school education; ensuring that activities offered as part of the National Curriculum within school time are available to all regardless of ability or willingness to pay; and, to give educational authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- 1.2** This policy endorses the principle that as far as possible the education provided during school hours should be free of charge. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual music tuition and swimming.
- 1.3** At the same time it is recognised that some activities, in and out of school times, intended to enhance the learning opportunities of pupils, will only take place if the cost can be met by contributions from a range of sources.
- 1.4** Accordingly, certain charges as detailed below may have to be requested in order to cover the cost of transport, residential fees etc.

2 Voluntary contributions

- 2.1** When organising school trips or visits which enrich the curriculum and enhance the educational experience of the children, the school may invite parents to contribute to the cost of the trip. All such 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 made a contribution. This may be for various financial reasons. We do not treat these children differently from any others. Parents will be sent a letter to clarify interest and the ability to support the activity before details are finalised.
- 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, often from the School Fund, which is maintained by the regular contributions from the PTA.

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- 2.3** Parents have a right to know how each trip is funded. The school provides this information on request.
- 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;
 - outdoor adventure activities;
 - visits to the theatre;
 - musical events;
 - Annual whole school day trip.

3 Residential visits

- 3.1** 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 make a charge to cover the costs of board, lodging and travel. There will be an annual trip for pupils in Year 6 – usually taking place in September.

4 Music tuition

- 4.1** All children study music as part of the normal school curriculum. This is led by the County Music Service, for which the School pays the full cost. During these sessions children learn to play an instrument. We do not charge for this.
- 4.2** There is a charge for individual music tuition if this is not part of the National Curriculum. Peripatetic music teachers may teach individual or small group lessons. We make a charge for these lessons to cover that part of the costs which cannot be met from other funds. We give parents information about additional music tuition at the end of each academic year.

5 Swimming

- 5.1** The school organises swimming lessons for all children. These take place in school time and are part of the National Curriculum. We make a charge for this activity to cover the cost of transport and leisure centre pool hire and specialist teaching. 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.

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6 Sports Fixtures

- 6.1** The school takes part in a number of sports activities over the course of the year both in school time and after school. The school does not make a charge for these and transport is often provided through parental support.

7 Other activities

- 7.1** To extend the range of activities on offer to the children, professional organisations are sometimes invited to run after-school activities on the school site. These organisations are responsible for making and collecting their own charges.

8 Remissions

- 8.1** Where the financial circumstances of parents of a pupil are such that a remission is to some extent justified, the Governing Body may, in its absolute discretion, seek to support (up to a maximum of 80% or £2,000, whichever is the lesser) the costs of any trip or activity that takes place in school hours.
- 8.2** The Governing Body invites parents to apply to the Finance and Strategy Committee of the Governing Body in confidence and in writing for the remission of charges where parents believe that such support might be justified. Such applications are likely only to be considered upon production of proof of income/means (including benefits). Authorisation of remission will be made by the Governing Body upon recommendation by the Finance and Strategy Committee.
- 8.3** With reference to the annual Year 6 Residential Trip: applications should be made by the end of November for the trip to take place the following September.
- 8.4** A residential trip (year 6) remissions request made in writing (provided the deposit is paid) will be allowed for any child that has qualified as Pupil Premium - without the need for specific/individual consideration or approval by the Finance Committee, and without the need to provide evidence of financial need.
- 8.5** In the case of residential trips; the School will, if possible, seek to contribute towards the costs of transportation and insurance, particularly when the trip takes place in school hours or is an essential part of the curriculum.

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Head-teacher Signature/date _____

Chair of Governors signature/date _____