



St. Paul's
C of E Primary School

Charging and 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 contributed. 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.
- 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 is an annual, 5-day, trip for pupils when they reach year 6. We also work with St. Paul's Church in providing an optional 3-day weekend residential for our pupils in year 4.

4 Music tuition

- 4.1** All children study music as part of the normal school curriculum. These whole class lessons are led by a member of staff and are part of the national curriculum, and do not incur a cost.
- 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 the leisure centre pool hire and specialist teaching. Transport does not form part of this cost as we are fortunate enough to be close enough to walk to Newbold Leisure Centre. 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.

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, rather than the hiring of transport.

7 Other activities

- 7.1** To extend the range of activities on offer to the children, external organisations often also run after-school activities on the school site, alongside school ran activities. 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 the costs (up to a maximum of 80%) 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 at the point that parents are notified of the trip taking place and the charge for this.
- 8.4** 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. This is to support all families towards the overall cost of the trip.

Head-teacher Signature/date _____

Chair of Governors signature/date _____