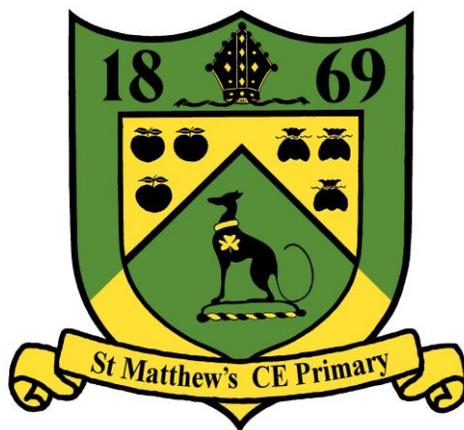


St Matthew's C.E. Primary School



Policy for Charging and Remissions 2016

'Let no debt remain outstanding, except the continuing debt to love one another, for whoever loves others has fulfilled the law.'

Romans 13:8

Review date Summer 2018





Policy for Charging

Within the Christian values and spirit of the school the Governors and Senior Leaders are committed to ensuring that all children have the opportunity to take part in all learning activities and visits regardless of their family's financial circumstances.

The Governors recognise that, in line with national regulations, we are not permitted to charge for admitting children to school or for any activities delivered as part of the curriculum, with the exception of individual instrumental tuition. We also recognise that many school activities, both visits and other activities that enrich learning, could not take place without voluntary contributions from parents. This policy sets out when and why contributions and charges will be requested of parents.

We undertake to inform parents in advance of any charges or voluntary contributions required. If charges are made or voluntary contributions requested, these would be no more than the actual cost of providing the activity, divided by the number of pupils taking part. On some occasions, based on individual circumstances the cost of an activity (as detailed below) may be subsidised by the school. Whenever contributions are requested, it will be made clear to parents that the contributions are voluntary and that no pupil will be left out of an activity because his or her parents cannot or will not make a contribution. Parents will also be made aware that without sufficient contribution, the activity may not be able to take place.

The Governors reserve the right to charge for activities that happen outside school hours, such as clubs. If activities relating to the National Curriculum or Religious Education take place outside school hours charges will not be made, although voluntary contributions may be requested.

Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of a trip. **Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.** However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

Educational Visits

We believe that educational and residential visits, and other extra-curricular activities, play an important part in the delivery of the National Curriculum and have a large impact on the children's educational and social development.

Educational visits and visitors to the school will only go ahead if voluntary contributions cover at least 90% of the final cost of the visit. The school will make this clear in correspondence to parents before the trip or visit takes place. **Parents will be able to pay for residential trips in instalments.** The last instalment will be due the week before non-returnable deposits need to be made. That way a decision can be made to cancel a trip without parents losing out.



Residential Visits

Special rules apply for residential activities. For residential visits a charge will be levied for board and lodgings. Any remaining costs will be covered by voluntary contributions. Costs will include board, lodging and travel of teachers and other adults taking a supervisory / teaching role on the visit.

Parents must agree to charges before the child undertakes the activity. Costs for a residential can include elements for: travel, board and lodging, materials, books, instruments, equipment, tuition, entrance fees and insurance. Each child will be charged for the cost of his/her own part of the visit.

Remissions

If the parent/guardian of a pupil is in receipt of income support, as available from government allowances, all remissions made available from residential centres will be passed on directly to the parents and costs of the visit reduced accordingly. The Headteacher, Business Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Music tuition

The Governors will charge for music tuition given by peripatetic teachers although the cost of this is subsidised by the school. Should children be entered for public examinations as a result of this tuition, parents will be responsible for paying the relevant fees.

Photographs, certificates and other sundries

Whenever opportunities arise to purchase items such as school photographs, certificates and badges for swimming, athletics etc, parents are informed that they are under no obligation to buy.

Materials

Contributions towards the cost of materials for items produced in some lessons, e.g. food technology, art, design technology may be requested if the child is able to take the item home.

Loss or damage of property

We encourage children to take care of all school property including books, general stationery, sports equipment, loaned musical instruments and the school environment as set out in the school's Learning Code. Where loss or damage is deemed to be through negligence or is wilful, the Governors reserve the right to request payment for replacement or repair from the parents. This includes where loss or damage is made to items belonging to a third party, within school or of a visitor on their behalf.

Other charges

The Headteacher, Business Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services.