

St Bartholomew's C of E Primary School



Charging & Remissions Policy

Date approved: Summer 2017
Review Date: Summer 2021
Policy Applicable to : All Staff

This document is a statement of the aims, principles and strategies for charging at St Bartholomew's C of E Primary School.

1 Introduction

All the education we provide during normal school hours is at no charge to pupils. 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 When organising school trips, visits or activities to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary and charges levied will represent the actual cost of providing the trip. If we do not receive sufficient voluntary contributions, we may cancel an enrichment activity. If an activity goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others. Once a trip has been paid for, there will be no reimbursement for any absentee on the day.
- 2.2 If a parent or carer wishes their child to take part in a school activity, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the activity. Sometimes the school pays additional costs in order to support the activity. Parents and carers have a right to know how each activity is funded, and the school provides this information on request.
- 2.3 Each phase is responsible for providing enhanced learning experiences within school. The following is a list of additional experiences and activities organised by the school, which require voluntary contributions from parents. The cost of providing these experiences is to be met by a voluntary contribution sought from parents of children within the phase that will benefit. It is not expected that any profit will be made, and the

school will subsidise where possible from either the phase budget or school fund. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums or places of interest;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by an external company;
- school trips abroad;
- musical activities;
- significant craft activities using consumable resources that the children will then take home (eg: models, cooking);
- drama.

3 Residential visits

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 suggest a charge to cover the costs of board and lodging and travel to and from the centre. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways. An initial deposit is usually requested for such trips with the remaining cost paid in instalments. The initial deposit is non-refundable should a child subsequently not participate in the trip. A request for refund of any further payment must be made in writing by the parent, and if cancellation is due to illness, a medical certificate may be required.

4 Music tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this, with the exception of any special musical activities (see Section 2 above).
- 4.2 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. South West Surrey Music Centre make a charge for these lessons, but parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition.

5 Swimming

The school organises swimming lessons for all children by the end of Key Stage 2. These take place in school time and are part of the National Curriculum. We do ask for a voluntary contribution from parents to cover the cost of the swimming and transport. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.

6 Extra Curricular Clubs

The school offers a wide range of additional clubs and societies after school and during lunchtime. A nominal charge of £15 is made per club run by staff. Clubs charged by external providers are charged at a higher rate. Parents will be asked to pay for these activities.

7 Damage to school books (Reading Scheme or Library)

A reminder will be sent home for overdue books. If the book is not returned parents will be expected to replace or pay for the cost of lost or damaged books.

8 Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a pupil or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

8 Monitoring and review

7.1 This policy is monitored by the governing body, and will be reviewed every four years, or earlier if necessary.