



Charging and Remissions Policy

1 Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of our normal curriculum with the following exceptions:

- school trips;
- special events/visitors in school.

2 Breakfast and After-School Club

Breakfast and After-School Club are run by the school as part of the extended schools offer to parents. As these are voluntary activities that run outside of school hours a charge is levied on children attending. These charges support the costs of running the Breakfast and After-School provision (staffing costs, materials and resources). The budget for the Breakfast and After-School clubs and the fees charged are reviewed by Governors at least on an annual basis (when setting the main school budget) but may be discussed at other times as well when the need arises.

Charges –	Breakfast Club	7.45 – 8.50 am	£3.00 per day
	After School Club	3.15 – 4.30 pm	£3.00 per day
		3.15 – 5.30 pm	£6.00 per day
	After School Clubs (Curriculum extras)		
		3.15 – 4.15pm (8 Sessions for £10)	

3 Voluntary contributions

When organising school trips, special events and visits into school which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may be forced to cancel the trip/event/visit. Assuming sufficient contributions are received to allow a trip/event/visit to go ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others and they are allowed to participate fully in the activity. Sometimes the school pays additional costs in order to support the visit.

The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits off site (e.g. to museums, castles, farms etc.);
- sport, drama or musical activities off site which require transport expenses;

- outdoor adventure activities;
- visits to the theatre;
- visits into school by specialist practitioners (e.g. Keystings, theatre groups etc.)
- 'workshop' activities in school.

4 Residential visits

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 not make any charge for the educational content. However, we do make a charge to cover the costs of board, lodging and travel expenses. Every effort is made to keep these costs to a minimum, and the school will seek assistance through charitable contributions and grants to support such activities wherever possible.

5 Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

6 Swimming

When the school organises swimming lessons for children in Key Stage 2 they take place in school time and are organised as a block of lessons within a fixed week period. They form part of the National Curriculum. We make no charge for the educational aspects of this activity (e.g. pool hire and coaching) but do ask for a small voluntary contribution towards transport costs.

7. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Children of families who receive these payments are also entitled to free school meals.

Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

8 Policy Review

**St Mary & St Paul's C of E Primary School
Charging Policy**

In line with current school practice regarding this type of policy, this policy will be reviewed by Governors every year.

Signed:

Date: