



**St Matthias Church of England Primary School Headteacher Mrs Claire Davies**

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## **Charging and Remissions Policy St. Matthias CE Primary School**

**Member of staff responsible:** Mrs Claire Davies

Adopted by Governors on: 16.9.15

Review Date: Autumn 2017

### **Background**

The legal framework relating to charging, voluntary contributions and remissions is set out in sections 449-462 of the Education Act 1996. The basic principle governing the making of charges is that no charge shall be made for the provision of education to a registered pupil at a maintained school during school hours. There are, however, a number of specific exceptions to this general rule which are set out in the following paragraphs.

### **1. Introduction**

1.1 At St. Matthias 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. However, it is the intention of the Governors, Headteacher and staff to encourage a wide variety of activities for the children which will enrich this basic education provided in school. For some of these activities the school may ask for a voluntary contribution to meet the costs involved. This policy sets out our guidelines for Charging and Remissions.

### **2. Voluntary Contributions**

2.1 The Governing Body may request voluntary contributions for use in connection with education during school hours. When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school may invite parents to contribute to the cost. All contributions are voluntary. There is no obligation to make a contribution and pupils will not be treated differently according to whether or not a parent has made a contribution. We will ensure that no child is disadvantaged because of a Parent / Carer's unwillingness or inability to contribute in this way. However, if we do not receive sufficient voluntary contributions, we may cancel a trip or activity. If a trip goes ahead, it will include those children whose parents have not paid any contribution.

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. Parents have a right to know how each trip is funded, and the school provides this information on request.

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

- Visits to museums or sites
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to or by a theatre company

Company No. 07704001

Ref:CD/September2015





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- Musical events
- Wider opportunities music tuition as agreed by parents

### 3. Residential visits

- 3.1 A "residential trip" is any trip arranged for registered pupils at a maintained school which requires pupils taking part to spend one or more nights away from their usual overnight accommodation.
- 3.2 If the school organises a residential visit during school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make a charge for the education or travel expenses but voluntary contributions are requested. However, we do suggest a charge to cover the costs of board and lodgings, although parents who receive state benefits (income support, working family tax credits, jobseekers allowance or disabled person's tax credit) are exempt from this charge. 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.
- 3.3 If less than half the activity and travelling time is in school hours all the activity is deemed to take place out of school hours and therefore charges may be made up to the full cost of the activity. Nevertheless, no charge may be made except by agreement with the pupil's parent, usually via a signed consent form prior to the trip.
- 3.4 Charges may be made for transport connected with any form of education other than that provided to enable a pupil to meet any examination or examination syllabus requirement. These charges will be agreed with the pupil's parent.

### 4. Music tuition

- 4.1 All children study music as part of their normal school curriculum. We do not charge for this.
- 4.2 We often arrange small group or individual peripatetic music tuition on a voluntary basis for some children who wish to take this up this opportunity during school time. These individual or small group lessons are taught by peripatetic music teachers – usually from the Local Authority Music Service. Since this is an additional curriculum activity and not part of the National Curriculum, there would be a charge for the individual or children involved. We would need to make a charge for these lessons, but parents in receipt of state benefits are exempt from payment.
- 4.3 It has been agreed by the Governors at St. Matthias that a request will be made for voluntary contributions for Wider Opportunities Music Tuition for Key Stage 2 pupils to enable this opportunity to continue beyond Year 1. The usual exceptions apply.

### 5. Swimming

- 5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution for parents to cover the cost of the 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. Clubs

- 6.1 The school offers additional clubs after school. These are sometimes offered by an outside provider, who is not a member of the school staff, and who runs and organises these sessions. We make a small charge for these sessions. In addition we sometimes make a charge to cover the cost of materials used during Art / Cookery Clubs.



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### 7. Curriculum

7.1. Sometimes activities take place during curriculum time which requires the additional cost of materials ie cooking ingredients / equipment to make Design and Technology models. We make no charge for the activity but a small charge may be requested for the child to take their completed item home.

### 8. Volunteers

8.1. Volunteers are essential to the running of many of the activities within school. As a way of thanking them, small gifts may be purchased from the School Fund account using money received from sources other than parental contributions i.e photograph commission or profit from uniform sales.

### 9. Monitoring and review

9.1 This policy is monitored by the Governing Body, and will be reviewed every two years, or earlier if necessary as and when circumstances change.