



## **Charging Policy**

### **St. Michael's Church of England Primary School**

**Document produced Mar 2015**

All education during school hours is free.

We do not charge for any activity undertaken as part of the National Curriculum.

### **Introduction**

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means.

This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.



## **Activities without Charge**

There will be no charge for the following activities:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport provided in connection with an educational trip.

## **Voluntary Contributions**

Nothing in legislation prevents a school governing body from asking for voluntary contributions for the benefit of the school or any school activities. However, if an activity cannot be funded without voluntary contributions, the governing body or Headteacher will make this clear to parents at the outset.

All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contributions. We do not treat these children differently from any others.

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.



## Chargeable Activities

### Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual and group music tuition if this is not part of the National Curriculum.

### Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments or equipment.

Optional extras are defined as:

- Education provided outside of school time that is not:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- Board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra. This includes supply teachers engaged specifically to provide the optional extra;
- The cost, or a proportion of the cost, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra;
- Visits to museums, places of study and other curriculum enhancing trips;
- Sporting activities which require transport expenses;
- In-house workshops;
- Outdoor adventure activities;
- Musical events.



## **Residential Visits**

The school organises a residential visit, to France, in school time. This is to provide opportunities to use the French language that the children have been learning and is directly related to the National Curriculum for Modern Foreign Languages. We do not make any charge for the education element. However, parents are obliged to pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

## **Remissions Policy**

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity.

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the current limit for Working Tax Credit;
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27<sup>th</sup> October 2008.

There will be no charge for board and lodgings for pupils whose parents/guardians are receiving any of the above credits.

This policy will be reviewed annually by the Finance Committee