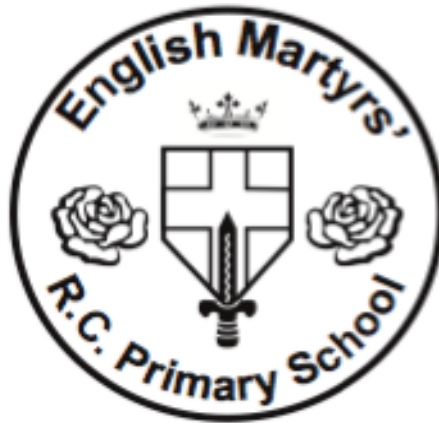


# Charging Policy



## English Martyrs' RC Primary School

**Policy approved: Spring 2016**  
**Policy review: Spring 2019**

## **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 or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip 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.
- 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 and carers 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 require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to or by a theatre company;
  - school trips abroad;
  - musical events.

## **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 do not make any charge for the education or travel expenses. However, we do suggest a charge to cover the costs of board and lodging. 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. Parents will be given the option of a payment plan to spread the cost of the residential visit.

## **4 Music Tuition**

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 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. We make a charge for these lessons. We give parents and carers information about additional music tuition at the start of each academic year.

**5 Swimming**

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.

**Breakages and Fines**

7 The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- Broken windows
- Defaced, damaged or lost text books
- Any item damaged as a result of unsatisfactory pupil behaviour

**7 School Minibus**

We normally charge if children are transported in the minibus to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip, and not to make a profit.

**8 Special Needs**

No child with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

**9 Kids Mix**

Kids Mix before and after school and holiday club rent the land for their mobile. The club will pay a monthly fee.

**10 Nursery**

Due to changes in legislation regarding the funding of nursery places by Trafford Council the governors have chosen to charge for any sessions over 15 hours. This will be done under section 27 of the Education Act 2002, i.e. under the governing body's role to provide community facilities. The cost to parents is set annually in the summer term and will be dependent on numbers.

Formal contracts will be made with parents/ carers wishing to pay for extra hours and payments need to be made on a monthly basis following monthly invoices. All days will have to be paid for including those missed due to sickness or holidays. However, the governors reserve the right to assess individual cases i.e. in the event of a long term illness. The school will accept payment through benefits allowing parents/carers to take up child care opportunities, i.e. childcare vouchers and tax credits.

**11 Remissions**

To ensure that access to activities reflects intentions; English Martyrs' RC Primary School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Where parents are in receipt of Income Support, Income Based Jobseekers Allowance, Support under part IV of the Immigration & Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), and free school meals, the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours. Families in receipt of these benefits may also have other school items and activities paid for them.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

**Data Protection of Pupils and Families.**

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

**12 Monitoring and Review**

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