

Shurdington CofE Primary
Be the **BEST** we can be, through love.
Believe Enjoy Succeed Together
'Love God and love your neighbour as you love yourself.'
Matthew 22, verses 37 and 39.

Charging and Remissions Policy

Shurdington Church of England policies are written in the spirit of Christian values

Agreed by Governors: Nov 25

Review Date: Nov 26

Introduction

With the exception of swimming lessons, the school will not charge for any activity undertaken as part of the National Curriculum. 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:

- 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 (other than transport that is 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);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

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;
- the cost of buildings and accommodation;
- 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; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

Charges are made for additional individual or group music lessons with a peripatetic music teacher when requested by a parent. Those in receipt of state benefits usually have reduced fees. Occasionally a small voluntary contribution is requested for certain extra-curricular “club” activities and a voluntary contribution is often sought towards the cost of certain visitors and external trips. This is because the school incurs additional costs, such as for transportation or entry fees to a museum.

Voluntary Contributions

The school can, and will, ask for voluntary contributions for the benefit of the school or any school activities.

When organising visitors or school trips which enrich the curriculum and educational experience of the children, the school invites parents and carers to contribute, in whole or in part, to the cost of the trip. All contributions are voluntary but if insufficient voluntary contributions are received the trip may have to be cancelled. If a trip goes ahead, it may include children whose parents or carers have paid no contribution. This information will remain confidential and those children will not be treated differently from any others. The school usually pays additional costs in order to subsidise and support an event. Parents have a right to know how each trip is funded and the school will provide this information on request. In addition, when informing parents/carers of a forthcoming event requiring a voluntary contribution, Class Teachers may provide a break- down of costs in the information letter.

Residential Visits

If the school organises a residential visit a charge will be made to cover the costs of board, lodging and transportation. Children who do not attend the residential visit will remain in school and participate in lessons with a different class.

Lettings

The School Finance Officer deals with the administration of all lettings. The appropriate pro- forma is completed and an invoice is sent to the hirer, in line with the school's Finance Policy. For more information about lettings please see our Lettings Policy.

Personal Photocopying and Telephone Calls

Personal photocopying and telephone calls are charged for at the discretion of the Headteacher. All funds received will be treated as cash income and be recorded and processed as per the School's Finance Policy.

Swimming

The school organises swimming lessons at a local leisure centre or school. The lessons take place in school time and are part of the National Curriculum. The parents are informed well in advance of the lessons taking place. Parents are asked for their written permission for their child to take part in swimming lessons and invited to pay in line with the above voluntary contribution statement.

This Charging Policy was agreed and ratified by the Governing Body of Shurdington C of E Primary School

Signed (Headteacher)

Signed (Chair of Governors)

Date