

# **St John Baptist (Southend) CE Primary School**



# **CHARGING AND REMISSIONS POLICY**

**Agreed: October 2016 (Autumn term)**

**Review Date: October 2019 (Triennial)**

**By: Curriculum and Pupil Welfare Committee**

## St John Baptist (Southend) CE Primary School

### Charging and Remissions Policy

At St John Baptist Primary School we want to provide a range of experiences, which add excitement and enjoyment to the children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

The school **cannot** charge for:

- 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 religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum;

The school **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances.

#### **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. These are:

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of religious education.
- 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 costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

### **Voluntary Contributions**

The school can ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. It must also be made clear that there is no obligation to make any contribution.

The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents. 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
- Musical events
- Scientific or environmental visits.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled and this must be made clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. The school should make it clear to parents at the outset what their policy for allocating places on school visits will be. When making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying, as it is not compulsory.

### **Music Tuition**

Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or sing. Charges may only be made if the teaching is not an essential part of the National Curriculum.

### **Residential Visits**

The school **cannot** charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

When the school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of specific benefits will be exempt from paying the cost of board and lodging. The headteacher can always be spoken with in confidence.

### **Swimming**

The school organises swimming lessons for all children in Year 4. These take place in school time and are part of the National Curriculum: therefore the school makes no charge for this activity. Parents are informed when these lessons are to take place, and are asked for their written permission for their child to take part in swimming lessons.

### **Transport**

The school **cannot** charge for:

- transporting pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport provided in connection with an educational visit.

### **After school clubs and Breakfast club**

Where possible the school looks to find sources of funding for the cost of after school activities. Where this is not possible charges are made for the provision. When charging for after school clubs and breakfast clubs, it is always the schools intention to 'break even' and not make any profit from the services. The school will look to cover the costs of employing its tutors and paying for materials. Any monies that remain are reinvested into the clubs.

(see the Extended Services document with regard to after school clubs)