

## **Charging Policy**

### **Charging Policy For St. Gregory's Primary School**

#### **Introduction**

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities. The policy identifies activities for which

- charges will not be made
- charges will be made
- charges may be waived

Where education is provided wholly or mainly during school hours, it should be free.

The Governors will review the policy annually.

#### **Policy Statement**

St. Gregory's Catholic Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' 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.

No Charges will be made 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 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 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
- Education on a school trip that takes place during school hours
- Transport in connection with an educational visit although a voluntary contribution will be asked for
- 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. We inform parents when

these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

## **Voluntary contributions**

Separately from the matter of charging, the school may ask parents for a voluntary contribution towards the cost of:

- any activity that takes place during school hours
- school equipment
- school funds generally

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. 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 have not paid any contribution. 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. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which 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 the theatre;
- Dance events
- Musical events.

Governors have agreed to include the following paragraph in all letters regarding trips and visits (where payment is required):-

"It is the school's desire that this venture should proceed as usual, but if the cost cannot be covered in accordance with the school charging policy it may be cancelled or postponed".

In recent years, the PTA have been able to allocate a sum of money to support cultural and curriculum enrichment in the form of educational trips and visits. In particular they have been very supportive of providing transport for some school trips. Parents will be advised when trips are supported by the PTA funds.

## **Charges will be made for**

### **Residential trips**

We will charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support
- Jobseeker's Allowance (Income Based)
- Employment Support Allowance (Income Related)
- Child Tax Credit ONLY (not entitled/receiving working tax credit) with an income of £16,190.
- Universal Credit
- Guaranteed Element of State Pension Credit
- Support Under Part VI of the Immigration and Asylum Act 1999

### **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. The school will charge for the cost or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where this is an optional extra for an individual pupil or for small groups. Damage to school property

The school will ask parents to contribute towards the cost of damage to school property or equipment where this results from a student's negligence or misbehaviour.

The school reserves the right to refuse pupils the opportunity to take part in trips and activities where there is a history of vandalism or poor behaviour, as this may represent a health and safety risk and concerns about the reputation of the school.

### **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities unless the Governors have agreed to subsidise a letting. The scale of charges is determined annually by the Finance Committee and form part of our separate Lettings policy.

### **Other**

Any materials, books, instruments, or equipment, where the child's parent wishes him or her to own them, eg a charge for cooking ingredients where parents have indicated in advance that they would like their child to bring home the finished product.

### **School Clubs**

If the school offers additional after school clubs such as football coaching or gymnastics, we will make a small charge for these sessions. This is due to hiring professional coaches or additional equipment being purchased.