

# Charging and Remissions Policy

## St Matthew's Primary School

At St Matthew's we do our best to ensure a good range of visits and activities is offered in the school day and out of usual teaching time. This policy outlines when and where charges or voluntary contributions will be asked for in relation to activities organised by the school and how the school seeks to minimise the financial barriers which may prevent some pupils taking full advantage of these opportunities.

### Activities For Which There is No Charge

- All children have the right to receive free school education - activities which are offered wholly or mainly during teaching time will not be charged, though voluntary contributions may be asked for.
- No pupil will be excluded from an activity if their parents cannot or will not make a voluntary contribution. However the school reserves the right to cancel an activity if insufficient voluntary contributions are received.
- The school will use its discretion in deciding whether to charge for optional activities provided wholly or mainly out of school hours.
- The school may decide to support an activity from general funds or specific fundraising events.

### Where Charges Will Be Made

#### 1) Individual and small group music lessons during/after school hours

Music lessons which constitute part of the KS2 curriculum are delivered free of charge.

However, where the school provides the opportunity for children to have individual or small group instrumental or vocal tuition this is in addition to the national curriculum requirements and therefore is chargeable.

#### 2) Residential Visits

The school may charge for board and lodgings, but can only ask for a voluntary contribution to all other costs associated with the trip including transport, activities, materials and staff time. Children will not be charged for board and lodgings if their parents can demonstrate that they are in receipt of one of the following:

- 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 £15,575 (Financial Year 2008/09);
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

However, their parents may still be asked if they wish to make a voluntary contribution.

#### 3) Optional activities outside school hours: after-school clubs

The school provides a range of after-school clubs which run on a weekly basis during term time. Unless otherwise stated, these are run by third party organisations which set and collect their own fees for each club. Occasionally clubs are run on a voluntary basis by members of staff, in which case no charge is made for the club, although a charge may be made for materials used.

The governing body reserves the right to charge for after school clubs run by members of the school staff should the need arise, but any such charge would be communicated in advance.

#### **4) Optional activities outside school hours: holiday clubs**

Unless otherwise stated, these are run by third party organisations which set and collect their own fees for each club.

#### **5) Optional activities outside school hours: ad-hoc after-school activities**

Occasionally the school will arrange for children to participate in or attend events after school (e.g. sports competitions), which are in addition to the curriculum and are optional. Where possible the school will endeavour to provide these activities free of charge. However, if necessary the school may charge for participation. The charge will be calculated based on the anticipated total cost of the activity divided by the number of children expected to participate. The costs may include but not be limited to:

- entry fees
- transport to and from the venue
- cost of staff
- materials used

#### **Voluntary Contributions**

The school may ask for voluntary contributions for some activities, (for example educational visits, visitors to school for particular activities, residential visits). When they are requested there is no obligation to contribute. Pupils will be treated equally whether or not a contribution has been made. If the activity cannot be funded without voluntary contributions this will be made clear at the outset. Where insufficient voluntary contributions are collected, the particular activity may be cancelled.

#### **Remission of Charges - Pupil Premium**

Children registered for Pupil Premium will be able to receive the following paid for by the school:

- Residential trips;
- Nursery lunchtime supervision (assuming, where the child is only attending for a half day, that lunchtime provision is not full to capacity with children who are attending for the full day);
- Music tuition provided by Cambridgeshire Music peripatetic teachers (one instrument only; in event of exceptional demand, this will be on a first come, first served basis until the allocated budget runs out);
- Access to optional extra-curricular activities (e.g after-school activity clubs, lunchtime activity clubs).

This policy was agreed by the Resources Committee of the Governing Body of St Matthew's.