

# ST. AUGUSTINE'S CATHOLIC PRIMARY SCHOOL



## CHARGING POLICY

“We live, love and learn together in the light of the life of Christ”

### 1. Introduction

- 1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition. However we do ask for voluntary contribution towards the cost of transport.

### Legal framework

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) ‘Charging for School Activities’
- DfE (2017) ‘Governance Handbook’

### 2. Voluntary contributions

- 2.1 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.

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 have a right to know how each trip is funded. 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. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums, galleries, exhibitions etc
- Sporting activities which require transport
- Visits to the theatre
- School trips abroad
- Musical events
- Extracurricular clubs where the school has to pay for the coach or provider

### 3. Residential visits

3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses.

### 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 group music tuition if this is not part of the National Curriculum. The peripatetic music teachers who teach individual or small group lessons make a charge for this service.

### Remission Statement

There will be occasions when families are placed under particular financial pressure. Parents are encouraged to discuss with the school their particular circumstances, confidentially, as they arise. The school will act sympathetically in these circumstances. Children for whom the school receives Pupil Premium Funding will be eligible for funding to support engagement in extra curricular activities.

### Wording to be included in letter to parents re school trips, visits and activities:

*In accordance with the school's charging and remissions policy, we are asking parents to make a voluntary contribution to cover the costs of this activity. There is no obligation to make voluntary contributions and no child will be excluded from the trip but it will be necessary to have sufficient voluntary contributions for the trip to go ahead.*

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge in addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher.

Reviewed by the Governing Body Resources Committee

Date: 16<sup>th</sup> March 2017