



Ardleigh St. Mary's Church of England Voluntary Controlled Primary School

Charging and Remissions Policy

Our school is a Christian place where children come to learn more about themselves and the world and where they will develop a lifelong love of learning.

1 Introduction

- 1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

2 Voluntary contributions

- 2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. 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 or carers 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 and carers have a right to know how each trip is funded, and 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 and carers. 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.

3 Residential visits

- 3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do suggest a charge to cover the costs of board and lodging, although parents and carers who receive state benefits are exempt from this charge. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

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 small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents and carers in receipt of state benefits are exempt from payment. We give parents and carers information about additional music tuition at the start of each academic year.

5 Swimming

- 5.1 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 do ask for a voluntary contribution from parents and carers to cover the costs. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

6 After School Clubs

- 6.1 The school does, from time to time, offer some additional sport clubs after school. Qualified coaches, who are not members of the school staff, run and organise these sessions. We make a small charge for these sessions.

7 Monitoring and review

- 7.1 This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.

Consultation Period

Governors – 26.02.16 – 11.03.16

Approved at Full Governing Body Meeting – 15.03.16

Reviewed: November 2020

Review Date: March 2022

Signed: T Barrott

(Chair of Governors) T Barrott

Signed:  Parker

(Headteacher) D Parker