

Charging and Remissions Policy

**St. Lawrence CE (VA)
Primary School**

With
Little Lawrences

Napton

Revised
February 2016

Policy on Charging

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 and transportation to swimming.

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 to contribute to the cost. All contributions are voluntary. 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.

Please note that if contributions from beyond the school budget do not cover the costs, such trips will be very severely limited.

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, through the PTA or school fund*, pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, and the school provides this information on request.

* The school fund is separate from the main school budget, and relies solely on voluntary contribution and self generated money such as the clothing bank.

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;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- musical events.

2.4 We aim to give at least 1 months notice of any voluntary contributions that are requested.

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 payment to cover the costs of board and lodging. 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 in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year, and as places become available.

Parents requesting extracurricular music tuition will enter into a provider led contract, except when the tuition is provided by the County Music Service (CMS). These provider led contracts are not overseen by the school, but prices are agreed with school guidance in line with CMS charges.

5 Swimming

5.1 The school organises swimming lessons for all children in Years 3 to 6. These take place in school time and are part of the National Curriculum. We do ask for a voluntary contribution from parents to cover the cost of the lessons and transport. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.

6 Extra-curricular activities

6.1 The school offers additional extra-curricular activities after school. Where the coach who runs and organises these sessions is not a member of the school staff, we make a small charge for these sessions.

7 Uniform

The school provides uniform for parents to purchase via the school office. Pre used uniforms are available on request. This is a non profit making service to parents.

Remissions Policy

Parents whose children qualify for Pupil Premium may be entitled to support for some of the charges. You would qualify for Pupil Premium if you meet the following criteria:

Income support

- Income-based job seeker's allowance (JSA)
- Income-related employment and support allowance (ESA)
- Guarantee element of state pension credit
- Universal credit
- Both income-cased and contribution-based JSA/ESA if you receive the same amount for both. You should also qualify if you receive both but the Income-based amount is greater, but not if the contribution-based amount is greater
- Families who are awarded Child Tax Credit and have an annual income, as assessed by HMRC, not in excess of £16,190 are also eligible to claim free school meals providing there is no entitlement to Working Tax Credit (unless in respect of a 4-week 'run-on').

7 Monitoring and review

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