

**St Anselm's Primary
School
Charges and Remissions
Policy**



Approved by governors:..... Date: 9/2/17

Changes to previous policy are in red

CHARGING & REMISSIONS POLICY

We aim to provide a wide range of additional activities for pupils including clubs, practical activities, workshops, trips and residential experiences to enhance and enrich pupils' personal and social education.

Taken from 'Charging for School Activities' 2014 (DfE)

Voluntary contributions

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution.

Schools may invite parents and others to make voluntary contributions to make school funds go further. All requests to parents for voluntary contributions must make it clear that the contributions would be voluntary. It should be remembered that education provided during school hours must be free. This includes materials, equipment, and transport provided in school hours by the local authority or by the school to carry pupils between the school and an activity. Governing bodies should also clearly explain that children of parents who do not contribute will not be treated any differently, and that the activity might be cancelled if insufficient contributions are received.

Voluntary contributions for activities that are part of the curriculum

When organising school trips, visits or workshop activities to extend the curriculum and enrich pupils' experience, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel an activity. 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, the pupil is still allowed to participate fully in the trip or activity as long as parental consent has been given. If appropriate and funds allow, the School may pay a proportion of the costs in order to support a visit.

Music Tuition

All children study music as part of the school curriculum and there is no charge for this. There is a voluntary charge for individual or group music tuition, currently saxophone lessons for pupils in Years 4 & 5. This charge is paid directly to the School. We give parents information about music tuition at the start of each academic year and update them each term. No child shall be excluded from lessons if their parent/s are unable or unwilling to contribute to the charge.

Swimming

The school organises swimming lessons for pupils in Years 4, 5 & 6 at Ernest Bevan School. Lessons take place in school time and are part of the PE curriculum. We ask

for a voluntary contribution to cover the cost of provision of a specialist teacher & hire of the pool and courts. We inform parents and ask for written permission for pupils to participate. . No child shall be excluded from lessons if their parent/s are unable or unwilling to contribute to the charge.

Extra Activities

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive: sporting activities which require transport expenses, outdoor adventure activities, visits to the theatre, school trips and musical events.

Activities not run by the School

When an organisation independent of the school or local authority provide an activity taking place during school hours, such as the Learning Dome, there will be a small charge for the activity.

Residential Visits

The school organises an annual residential visit for pupils in Year 4 & Year 6. The cost of this residential stay includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced. Parents who would like financial support are invited to meet with the Headteacher to see whether the school can support them.

Charging in Kind

The cost of ingredients, materials or equipment needed for practical subjects such as Cookery, Art and Design is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the pupil afterwards such as food products, framed pictures and models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

Breakages & Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any items such as broken windows, defaced, damaged or lost books, replacement reading or homework diaries and any item damaged as a result of unsatisfactory pupil behaviour.

After school clubs

The school charges for most after school clubs. Some places may be subsidised for Pupil Premium children, or for children who require financial support.

Breakfast club

The school runs a breakfast club before school every day. Parents are required to pay for their children to attend breakfast club.

Special Educational Needs

The governing body confirms that no pupil with special needs or disabilities shall be treated any differently to other pupils.

January 2017