

CHARGING POLICY

At St Peter's, we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

1. The policy identifies activities for which:

- **voluntary contributions may be requested**
- **charges will not be made.**
- **charges will be made**
- **charges may be waived**

2. Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law says:

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable or unwilling to pay.

If insufficient contributions are received, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will still be given an equal chance to go on the visit.

In the event of a child missing a school trip or activity (eg through illness), where payment by the school has been made in advance, contributions are not refundable. However, if payment is made on the day or after the event and is based on the number of entrants to the event, then contributions will be refunded on parental request.

After School Activities

There will be a charge made for children to attend after school clubs and activity evenings, which are not part of the school curriculum and are outside of the normal school day.

3. No charges will be made for

- a) An admission application to any maintained school;
- b) Education provided during school hours (including the supply of any materials, books, instruments or other equipment) unless an optional extra;
- c) Education provided outside school hours if it is part of the National Curriculum, or part of religious education;
- d) Education provided on any trip that takes place during school hours (see 4a);
- e) Education provided on any trip that takes place outside school hours (see 4a)
 - a. if it is part of the National Curriculum, or
 - b. part of the school's curriculum for religious education;
- f) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a educational trip;
- g) Transport provided in connection with an educational trip.

4. Charges may be made for

Activities outside school hours

Activities which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. (see section 9)

Music tuition for an individual pupil or appropriate sized groups of pupils to play an instrument and which is not an essential part of the National Curriculum

5. Optional Extras

It is the policy of St Peter's CE School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Charges may be made for optional activities that are known as 'Optional Extra'. Any charges made will not exceed the actual cost (per pupil) of provision.

Activity or thing which will or may be charged for	Notes
Charges may be made for any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them</i> ;	eg A clay model – a charge to cover the cost of the clay.
Charges will be made for music tuition	The cost for teaching staff to provide tuition in playing a musical instrument where the tuition is an optional extra for an individual pupil or an appropriate sized group of pupils.
Charges may be made for cookery ingredients	eg where the child will have the opportunity to either eat what they produce at school or take it home.

Trips that are not part of the school curriculum and are outside of the school day	eg participation in an out of school sports activity such as an inter-school football tournament
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6. Help with charges

In order to remove financial barriers from pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or at a reduced charge to parents in particular circumstances. This policy sets out the circumstances in which charges can be negotiated.

7. Families qualifying for help with charges.

Help may be available in relation to a particular charge. Criteria for qualification for assistance are given below.

Category A

Parents in receipt of

- Income Support;
- Income-based Jobseekers Allowance;
- Income related employment and support allowance;
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child tax credit (provided that they are not entitled to Working Tax Credit and have an annual income, assessed by HM Revenue and Customs, that does not exceed the eligibility threshold amount for tax credit.

Additional categories of parents may claim help with some costs in the following circumstances:

Any parent may request an arrangement whereby they may pay in installments.

8. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- As much notice as possible will be given when visits are arranged.
- We have a system for parents who wish to pay in instalments, to be agreed in consultation with the school secretary/headteacher.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.