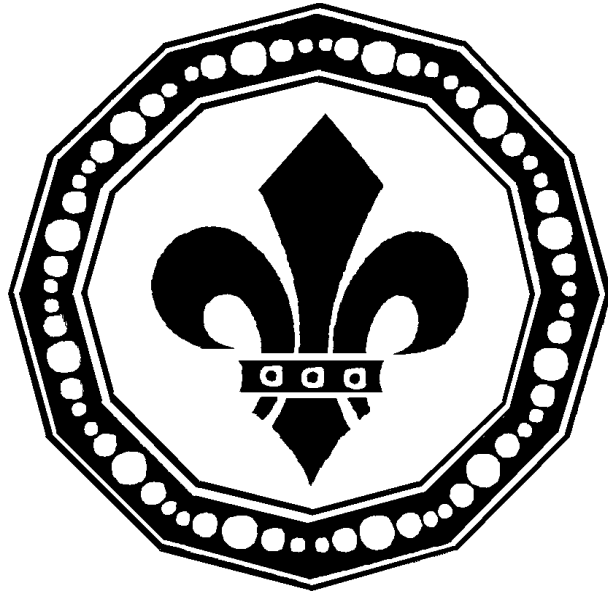


*"Flourish for the future"*



**ST. MARY'S  
CHURCH OF ENGLAND  
PRIMARY SCHOOL, WELHAM GREEN  
Charging and Remissions Policy**

Date: **February 2023**

Review: **February 2026**

Headteacher – Mr A D Petty

Chair of Governors – Mrs S Hoile

**We are a welcoming Christian community where every child has the chance to flourish. We bring and share joy, inspire daily and creatively equip children for the future. We're thankful for all that God has provide; proud of where He has placed us; and excited about the potential to come.**

All the policies of St Mary's C of E Primary School reflect the Christian vision, aims and values of the school.

We have considered the impact this policy may have on our children with SEND.

This policy has been equality impact assessed to ensure that it does not have an adverse effect on race, gender, age or disability.

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#) and the relevant provisions of the Data Protection Act 2018 (DPA 2018).

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

## **1. Introduction**

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 that a wide range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils from taking full advantage of these opportunities.

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 and swimming.

In some circumstances charges can be made for:

- Education provided outside of school time that is not part of the national curriculum; or part of religious education.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- Board and lodging for a pupil on a residential visit;
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Music and vocal tuition, in limited circumstances;
- Certain early years provision;

- Community facilities.

In calculating the cost of such optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

## **2. Voluntary contributions**

When organising school visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we will cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school visit but is unwilling or unable to make a voluntary contribution, we may allow the child to participate fully in the visit or activity. The school may subsidise costs in order to support the visit. Parents have a right to know how each visit is funded. The school provides this information on request.

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:

- class/school visits;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- musical events
- swimming

### **Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, some activities and visits where charges can legally be made, may be offered at no charge or a reduced charge to parents in particular circumstances.

## **3. Residential visits**

If the school organises a residential visit in school time or mainly school time, we will make a charge to cover the education, board and lodging and travel expenses. In cases of financial difficulties, the school may be able to subsidise the costs or extend the timescale for payment.

## **4. Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

## **5. Swimming**

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution towards this activity and the transport. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

## **6. Pupil Premium Funding**

For those pupils eligible for Pupil Premium Funding, the school aims to ensure that funding is spent to improve their educational provision. Aside from receiving Free School Meals, Pupil Premium children may be given discounted rates on all school trips and extra-curricular activities where a voluntary contribution is required, as this may cause families undue financial pressure. This includes swimming. Other funding is spent on ensuring that interventions are in place to enhance their academic abilities as well as accommodating their social and emotional well-being.

## **7. 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:

- where possible we shall publish a list of visits (and their approximate cost) towards the start of term so that parents can plan ahead
- we have established a system for parents to pay in instalments
- when an opportunity for a visit arises at short notice it will be possible to arrange to pay by instalments beyond the date of the visit
- we acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.
- School will charge parents the fee charged by Stripe to make payments via Arbor.