



**St Philip's Catholic Primary School,  
Arundel**

# **CHARGING and Remissions POLICY**

**November 2016**  
Review November 2017

## Charging Policy

St Philip's is happy to adopt the charging policy as recommended by West Sussex County Council.

### 1 Introduction

1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

### 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 we do not receive sufficient voluntary contributions, we may cancel a trip.

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. We do not treat these children differently from any others. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. 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. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to local museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- visits to Arundel Castle;
- visits to the local Wildfowl and Wetlands Trust.
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- 2.4 The school will ensure that parents in receipt of Universal Credit, Income Support, Income Based Jobseekers Allowance, support under part V1 of the Immigration and Asylum Act 1999, Child Tax credit, provided that the Working Tax Credit is not received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/2014) are available of the support available to them when being asked for contributions towards the costs of school visits.

### 3 Residential visits

3.1 When the school organises a residential visit in school time, a charge is made to cover the costs of board, lodgings (which includes specialist instruction), insurance and travel expenses. Parents are able to pay for this in staged payments. Arrangements for

payment for the residential trip can be negotiated with the Headteacher in exceptional circumstances. No child should be excluded from attending on financial grounds. *The school will keep parents informed that if they are receipt of certain benefits, they are not required to pay for the cost of board and lodging.*

#### 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. West Sussex Music makes a charge for these lessons, but parents in receipt of state benefits are exempt from payment. Parents are expected to provide instruments either rented or owned for these lessons.

#### 5 Swimming

5.1 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 inform parents when these lessons are to take place, and we ask for a voluntary contribution to cover the costs of tuition, insurance and use of the outdoor pool. The lessons will not be cancelled if there are insufficient funds. In the event of bad weather the practical lesson will be replaced by water safety skills taught in school.

#### 6 Clubs

6.1 Clubs run by organisations leasing the school premises may implement a charge for attendance.

Clubs run by the school may charge for attendance to cover costs.

#### 7 School documents

7.1 Anyone who requests documents or policies in the paper form from school, will be given them free of charge.

#### 8 Leasing school premises

8.1 The Resources committee governors have agreed that the school may be let until 9pm at the discretion of the headteacher. Governors agreed to adopt a charging policy in line with that of County and using their recommendations.

#### 9 Monitoring and review

9.1 This policy is monitored by the Resources Committee, and will be reviewed in two years, or earlier if necessary.

## 10 Optional Extras

10.1 Charges may be made for activities where an optional extra is being provided e.g books, materials, instruments, or equipment. These can be: board and lodging for a pupil on a residential trip and part of a syllabus for external tests that the pupils are being prepared for by the school.

### REMISSIONS

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for a discussion regarding the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors. All children eligible for Pupil Premium Funding will have access to cost covered by the school for any chargeable event.