



# St Sebastian's RC Primary School

## Charging & Remissions Policy

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## Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. The Governors believe that activities such as educational visits (or visitors) are an extension to, and an enrichment of the curriculum. They have adopted the LA Policy of asking for voluntary contributions from parents to support these activities. The policy is reviewed annually.

## Legal Background

The Education Act (1996) introduced sets out provisions on charging for school activities. The purposes of these provisions are:

- to maintain the right to a free school education.
- to ensure that activities offered as part of the National Curriculum and wholly within normal school time should be available to all pupils, regardless of their parents' ability or willingness to help meet the cost.
- to give educational authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- to confirm that school may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, either in or outside school hours.

## Voluntary Contributions

When organising school trips and visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the trip. All contributions are voluntary; however if we do not receive sufficient monies, it may be necessary to cancel a trip.

If a parent/carer wishes their child to take part in a school trip or event, but is unable to make a contribution, we do allow the child to participate fully in the trip or activity. Most trips are subsidised from school funds and a breakdown of costs can be provided to parents upon request. In the case of residential trips when school has to make a commitment in advance, any deposit received from the parents will be non-refundable.

The following is a list of additional activities organised by the school which require voluntary contribution 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 the theatre;
- School trips;
- Musical events;
- After School Clubs organised by external providers

## Residential Trips

If the school organises a school visit, which is to provide education directly related to the National Curriculum, we ask for a contribution to cover the costs of any workshops, board and food and travel expenses. If parents / carers are experiencing financial difficulty they are invited to speak in confidence to the Head Teacher.

**Music Tuition**

All children study music as part of the school curriculum. School can arrange for private instrumental tuition provided by peripatetic teachers from Salford Music and Performing Arts Service. Lessons are taught individually or in small groups and the cost is based on the group size and length of lesson.

**Swimming**

The school organises swimming lessons for children in Year 4. These lessons take place in school time and are part of the National Curriculum. School covers the cost of the lessons and the transport from the school budget but parent/carers will need to provide a swimming kit including a swimcap. We inform parents/carers when these lessons are to take place.

**Milk & Snacks**

The school currently offer subsidised milk to all pupils. We also offer a morning snack which is usually toast and for which a nominal amount is charged. Children who are entitled to Free School Meals receive free milk.

**Uniform**

Branded school uniform is compulsory and is purchased from school. Yellow polo shirts supplied by supermarkets can be worn underneath the branded items. Any parents who require support with providing school uniform should speak in confidence to Miss Donoghue, the Headteacher.

**Breakfast Club**

St Sebastian's provide an in-house breakfast club where children will be looked after from 8.00am until the start of lessons. Three members of school staff operate the club and a healthy breakfast of cereal, toast and juice is provided. School funds largely cover the cost of the club with a nominal charge of £1.00 per day payable by parents/carers.

**After School Club**

St Sebastian's liaise with After School Clubs in the area and where possible, provide transport.

**Letting Charges**

Any applications for the letting of the school hall will be considered by the Headteacher. For any agreed events, the Business Manager will agree a fee with the hirer based on Site Officer overtime and heating and lighting costs.

**Exceptions To This Charging Policy**

For any families suffering financial hardship, consideration will always be given as to whether school can assist with costs. In these circumstances parents/carers should approach Miss Donoghue, the Headteacher, or Mrs Hill, the School Business Manager. Help and support will be provided.

**Policy updated October 2017**