

## St Botolph's Church of England Primary School

### Charging Policy & Remissions Policy

#### 1 Introduction

- 1.1 All education during school hours is free. In line with section 449-462 of the Education Act 1996, we do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

#### 2 Voluntary contributions

- 2.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 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. 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 museums;
  - sporting activities which require transport expenses;
  - outdoor adventure activities;
  - visits to the theatre;
  - Visits into Sleaford town centre.
  - Musical events.

#### 3 Residential visits

- 3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education tuition or resources. Travel expenses to and from the venue will be charged for, but this is in the form of a voluntary contribution. If enough money is not collected for transportation, then the visit may have to be cancelled. The cost to cover the board and lodging of the child is charged for. Parents who receive certain state benefits which mean they are in receipt of free school meals are exempt from payment of the tuition, resources and transport element of the total amount of the costings.

#### 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 group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small

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group lessons. We make a charge for these lessons in advance. Parents in receipt of certain state benefits which entitle them to free school meals are exempt from full payment. We give parents information about additional music tuition at the start of each academic year.

### 5 Swimming

- 5.1 The school organises swimming lessons for children of a recommended age group in line with the curriculum. These take place in school time and are part of the National Curriculum. We make no statutory charge for this activity; however, we do ask parents for a voluntary contribution to cover the cost of the transport to Sleaford swimming pool. As in section 2, all children will receive swimming lessons regardless of any voluntary contributions made or not made by their families. We inform parents when swimming lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

### 6 Specialist Extra-Curricular Tuition

- 6.1 The school may offer additional specialised sports coaching or musical tuition in the form of an extra-curricular club or in school time. A suitably qualified coach/teacher, who is not a member of the school staff, will run and organise these sessions. We will make a small charge for these sessions to cover the costs of hiring the trainer.

### 7 Before and After School Club

Early Birds 7.30am start £5.90

Early Birds 8.05am start £3.10

Badgers £7.20 .

Late collection of children after 5.30pm - £1.50 for every 15 minutes late

- 7.1 The School provides before and after school care for all children. Parents are invoiced on a monthly basis (see charges above).
- 7.2 A late payment of these invoices could incur a £6.00 late payment fee. This relates to Badgers and Early Birds.
- 7.3 Any child who is left at the end of the day because their parent/guardian are late collecting them will be put into Badgers club and charged at the appropriate rate.

### 8 Remissions

- 8.1 Those parents in receipt of one or more of the credits below may request assistance in paying for the trip/visit or a longer period of instalments will be made available to enable their child to access the activity:
- Income Support
  - Income-based Job Seeker's Allowance
  - Income-related Employment and Support Allowance
  - Support under Part VI of the Immigration and Asylum Act 1999
  - The guaranteed element of Pension Credit
  - Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

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- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits)

PLEASE NOTE: Early Birds and Badgers payments are exempt from remission.

*The Governors recognise the value that extra curricular activities have for Children. If lack of finance prevents your child attending an event, parents are Encouraged to speak in confidence to school staff or directly to Governors via the Clerk to discuss the possibility of ex gratia support.*

Reviewed: May 2024

Next Review: May 2027