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<b>Charging Policy</b>			

## Learning Through Faith

**Learning** develops independent thinking children  
**Through** exciting challenges expecting success with  
**Faith** at the centre of all we do.

### 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, with the exception of some individual or small-group music tuition and transport.

### 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. 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 The 1988 Education Act draws a distinction between the term `charges` which are considered to be an obligatory cost and `voluntary contributions` which are self-explanatory.

2.3 Subsidies from various sources e.g. St. Clare's PTA, and voluntary organisations, will be considered to cover deficits.

2.4 Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments.

2.5 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.

2.6 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;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips;
- musical events;
- transport for sporting events.

### 3 Residential visits

3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do make a charge for the education or travel expenses, and a charge to cover the costs of board and lodging. Parents of children who are classed as Pupil Premium are offered the option to have the residential visit costs paid for out of the PP Money.

#### 4 Music tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this. (Three classes receive whole class ensemble tuition.)

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. The teacher makes a charge for these lessons directly with the child's parents. 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 all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make a charge to cover the transport costs but do not charge for tuition. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

#### 6 Lunch time / After School Sport and Creative Activities

6.1 The school offers additional activities after school and during lunch. Most of these activities are free. If an outside agency supplies a club then there is a charge by the organisation. The school does not charge for the use of the facilities.

#### 7. Pupil Premium

Please see Pupil Premium Policy for more detailed information.

7.1 Some financial assistance is available to parents/carers who receive financial benefits. Where parents/carers are in receipt of the following support payments in addition to a free school lunch entitlement:

- income Support
- income-based Jobseeker's Allowance
- support under part VI of the Immigration and Asylum Act 1999
- child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the current limit
- guaranteed State Pension Credit

As this is a confidential matter, parents/carers who would qualify for such help are asked to contact the Head Teacher.

#### 8 Third parties

8.1 Following careful scrutiny, the school may sometimes use a third party to provide some educational activities or services. It is permissible for such third parties to charge parents/carers. The school will write to parents who wish their children to be involved in such activities, to clarify the terms and conditions of any agreement they enter into with any third party. The school will ensure that the monies are paid directly to the third party organisation.

Other related documents: Pupil Premium Policy, Equal Opportunities Policy.

Signed:  (Alan Brine – Chair of Governors)

Date: 25.11.19