



# The Federation of The Downs & Northbourne Church of England Primary Schools



# CHARGING STATUTORY POLICY

## School Mission Statement

### Federation of The Downs and Northbourne CEP Schools

#### Mission Statement

*"...if you have faith as small as a mustard seed...nothing will be impossible."*

(Matthew: 17 v20)**VISION STATEMENT:**

Our vision for the Federation of The Downs and Northbourne CEP Schools is to put *God* and *Family* at the heart of all we do. As a *nurturing* community, we use the parable of The Mustard Seed *"...if you have faith as small as a mustard seed...nothing will be impossible."* (Matthew: 17 v20) This guides the way we value and treat all members of our school community. Through our pastoral care and our rich curriculum experiences we provide a safe and dynamic learning environment in which all can flourish.

#### **To grow in: Faith, Love, Compassion, Kindness, Respect & Forgiveness**

Our six Christian Values are at the heart of our vision. Every day we aspire to grow in **Faith, Love, Compassion, Kindness, Respect and Forgiveness**, so that our school family may experience the joy and hope of **"life in all its fullness"** (John: 10 v10)

Review every four years

Reviewed	Review			
2018	2022			

## **Charging and Remissions Policy**

### **1 Introduction**

**1.1** All education during school hours is free. We do not enforce a charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition, extra sporting activities, extra-curricular clubs and special events such as trips and visitors into school.

We recognise our duty and responsibility to establish equality for all pupils, staff, other members of the school community and service users regardless of their ethnicity, gender, disability, sexual orientation, age or beliefs as defined within existing equalities legislation.

This policy is read within the context of the Christian values and teachings of our Federation.

### **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 reserve the right to 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;
- theatre visits;
- school trips (day/residential and abroad);
- musical events.

**2.4** It may be necessary to levy a charge for ingredients or materials in practical subjects, especially if the finished product is being taken home.

### **3 Residential visits**

**3.1** If, to provide education directly related to the National Curriculum, the school organises a residential visit in school time or mainly school time, no charge is made for the education. However, we do make a charge to cover board and lodging and travel costs.

**3.2** Pupils whose parents whose children are entitled to Pupil Premium funding may receive financial support from the school in order for their child to undertake the activity. Should a parent require financial assistance they should seek a meeting with the organiser or Headteacher to discuss how payments can be made manageable for the parent / carer and how the school can support financially.

### **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 as this is not part of the National Curriculum and is facilitated by an outside provider. The peripatetic music teachers teach individual

or small group lessons. We give parents information about additional music tuition at the start of each academic year.

## **5 Swimming**

The school organises swimming lessons for year 3 and year 6. 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 parents for their written permission for their child to take part in swimming lessons and for a voluntary contribution to cover the cost of transport and admission fee but not the instructors as this cost is met by school.

### **School mini-bus**

Only the school's pupils, staff, parents or members of local schools and nurseries may travel at a charge in the school mini-bus. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents/carers who would qualify for support are those whose children fit the criteria for Pupil Premium funding.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Arrangements for monitoring and evaluation**

The Governing Body will monitor the impact of this policy by receiving a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.