St. Matthew's CE Primary School
Charging and Remissions Policy Statement

RATIONALE

The Governing Body of St. Matthew's CE Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

CONTEXT

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

AIMS

- To make school activities accessible to pupils regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school and;
- Which acknowledges the cost of such activities to the school's budget.

REMISSIONS

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities and to the School Fund. Pupils will not be treated differently whether or not their parents have made a contribution.

The Governing Body may wish to remit in full or in part the cost of other activities 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 the remission of charges in full or in part. The Head Teacher in consultation with the Chair of Governors will make authorisation for such remission.

VOLUNTARY CONTRIBUTIONS

Voluntary contributions may be requested from parents to cover the cost of educational visits/school trips.

CHARGES

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school

Residential Activities Taking Place Largely During School Hours

The full cost to each pupil of board and lodging. Parents have the right to request free activities if they are in receipt of the following state benefits:

- Income Support
- Income based Job Seekers Allowance
- Income related Employment & Support Allowance
- Support under section VI of the Immigration and Asylum Act 1996
- Guaranteed Element of Pension Credit
- Child Tax Credit provided you are not also entitled to Working Tax Credit and an annual income that does not exceed the published Inland Revenue threshold
- Working Tax Credit run on, paid for four weeks after you have stopped qualifying for Working Tax Credit
- Universal Credit. If you apply on or after 1st April, 2018 and your household income must be less than the published Inland Revenue threshold.

Activities outside School Hours

The full cost to each pupil of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum.

Individual Instrumental Tuition

The full cost to the pupil for providing any instrumental tuition if the cost is not an essential part of the national curriculum or examination syllabus.

GENERAL

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

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