



# St Mary's Hampton

## Church of England Primary School

*Learning, belonging and growing together,  
In mind, body and spirit,  
With Jesus by our side.*

## CHARGING & REMISSIONS POLICY

Review Frequency:	2 yearly
Next Review:	Summer 2021
Review Committee:	Resources
Agreed on:	14 <sup>th</sup> May 2019

**Signed:**

**(Headteacher)**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

### **Voluntary Contributions**

When organising school trips, visits or workshops/events in school 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. However, if we do not receive sufficient voluntary contributions, we may cancel a trip or event. If a trip goes ahead, all children who have permission participate fully.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally between the number of pupils participating.

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 or events may be supported by the PTFA.

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 and other places of educational interest;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre and musical events;
- Workshops/visitors/events in school.

### **Music Tuition**

All children study music as part of the normal school curriculum. This is free of charge.

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 group lessons. They make a charge for these lessons and all handling of payments is facilitated by them directly. Parents in receipt of state benefits (eg. Pupil Premium) may be exempt from payment. Information about music tuition is available from the school office.

### **Swimming**

The school organises swimming lessons for all children in Key Stage 2. These take place in school time. The school pays for Swimming Tuition and Pool Hire. Parents are asked to pay for the cost of transporting the children to and from the pool. We inform parents when these lessons are to take place and when payment is due.

### **Extra-Curricular Activities / After school clubs**

The school sometimes offers additional coaching after school. A coach or instructor, who is not a member of the school staff, runs and organises these sessions; they may make a small charge for these sessions. Pupils are only able to attend if the costs of the activity are met. Some school staff offer extra-curricular activities. These sessions may or may not be charged for.

### **Replacement of damaged school property**

The school will seek financial recompense for any school property lost or damaged. Parents/staff will be referred to the Office Manager for guidance of costs incurred and a determination of the reasonable cost of repairing or replacing the school property.

### **Freedom of Information Requests**

Where requested documents are available on the school website or in school for perusal on the premises, there is no charge. If a copy of the document is required to be taken from the school premises and kept, there is an administration charge of 10p per page.

### **Pupil Premium**

The school allocates its Pupil Premium funding each year to provide financial assistance for those children who are eligible towards the costs of educational programmes to support and enhance learning and attainment across the whole curriculum. Pupil premium funding may be used to pay for visits, residential trips, music tuition and after school clubs.