



## **St Mary's CE First School**

### **Policy Statement Charging and Remissions**

#### **1 Introduction**

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

#### **2 Voluntary contributions**

**2.1** When organising educational visits that enrich the curriculum and educational experience of the children, St Marys invites parents to make a voluntary contribution to the cost of educational visits. If we do not receive sufficient voluntary contributions, we may have to cancel a visit. If an educational visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. Packed lunches will be provided for those children who would normally stay for free school meals.

**2.2** 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:

- Educational visits to museums, galleries and farms
- Sporting activities which require transport expenses
- Visits to the theatre
- Musical events

**2.3** If any of our families are experiencing financial difficulties please contact the Deputy Headteacher to discuss this in detail who will forward this to governors for consideration. Each request will be considered against individual visits.

#### **3 Music tuition**

**3.1** All children study music as part of the normal school curriculum. We do not charge for this.

**3.2** There is a charge for individual music tuition if this is not part of the National Curriculum. These lessons are arranged through Major Minor Music School at Brewood CE Middle School and St Marys Wheaton Aston and payment is made directly to the tutors. We give parents information about additional music tuition at the start of each academic year.

## 4 Extra-curricular provision

The school offers various extra curricular clubs after school. Qualified coaches, volunteers or staff organise and run these sessions. Some of the activities will not be charged i.e. in the instance when there is no cost to the school. Where necessary the school would make a charge for these sessions, in line with 'Out of School Care' charges and After-school clubs.

- Breakfast Club: £5:25 per session to include breakfast
- Out Of School Hours Club: £4:00 - £10:00 per child per session to include a snack. Additional charges relating to school purchased materials / ingredients may be levied to cover the cost if the finished product is for home use / consumption. A late collection fee of £10 will be charged if a child is not collected by 6:00pm when the club closes.

Wrap Around Care - £4:20 per session + £2:15 for lunch if required. From April 2016

## 5 Lettings


- Charges for lettings of school facilities are determined by the Executive Headteacher and ratified by governors at the following Finance Committee meeting. Each letting request will be dealt with on an individual basis, considering costs eg. services, staffing, admin, wear and tear, using the following guidelines:
- Sports Hall / main Hall - for sports use £25 (no VAT) for other events VAT will be added - this rate applies to booking so of less than 10 consecutive weeks. For longer term lettings will be agreed in advance with the Office Manager and the charge determined by the Executive Headteacher and ratified by governors as stated above.
- Classrooms - £12 per hour
- ICT Suite - requests will be considered individually by the Executive Headteacher taking into account any additional costs eg. printing, copying costs. (The ICT Suite can accommodate up to 20 persons)

A 5% increase will be applicable from 1 September 2015 as agreed on 16 July 2015. With the late review of lettings charges for previous year the % increase applicable to badminton and keep fit has been applied in September of the new financial year and not April.

## 6 Additional charges:

- There are a number of items available for purchase from the school office (Please see separate up to date price list - retained in the School Office).
- A charge for lost or damaged books will be made to parents in respect of the replacement cost.

This Policy is Reviewed Annually in the Summer Term

Signed  Chair of Governors

Reviewed: July 2015

Reviewed April 2016 K Asplin

Reviewed: December 2016