

# St Alban's Catholic Primary School



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*'Inspired by God's Love, we learn and grow together.  
St. Alban pray for us.'*

**Charging Policy**

October 2014

## Charging Policy

### Introduction

We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

### Voluntary contributions

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 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.

The school always allows payment by installments to ease the expense for parents and in exceptional circumstances we will arrange payment to continue after a trip.

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.

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;
- visits to the theatre;
- school trips abroad;
- musical events.

### Residential visits

The school organises a residential visit for Year 6 pupils, in school time, which is to provide experiences not normally available through the primary school National Curriculum. Voluntary contributions for these activities are essential to make the residential possible.

Parents who receive the following support payments:

- Income Support,
- Income-based Jobseeker's Allowance,
- support under Part VI of the Immigration and Asylum Act 1999,
- Child Tax Credit (providing they are not entitled to Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed **£16,040\***
- Guaranteed State Pension Credit

should contact the School Office regarding payment and the right to the remission of these charges.

A similar entitlement applies where a trip takes place outside school hours but is necessary as part of the National Curriculum. Where there are not enough voluntary contributions to make these activities possible the activities will be cancelled.

### **Music tuition**

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

Year 4 also learn a string instrument as part of the music curriculum. Again, there is no charge to families.

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. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year or when a space becomes available.

### **Swimming**

The school currently organises swimming lessons for all children in Years 3,4,5 and 6. These take place in school time and are part of the National Curriculum. We make no charge for this activity or for the coach transport to and from the swimming pool. We inform parents when these lessons are to take place.

### **Out of School Hours Learning**

The school runs a variety of clubs before, during and after the school day. These clubs are run by either volunteers or coaches. When an external coach runs a club, they will make a charge and be responsible for the collection of monies. We do not charge for clubs that are run by school staff.

### **After School and Breakfast Club**

Clubs run from 7.30 to 8.40am and 3-5.50pm. The club is managed by one of our Higher Level Teaching assistants. There is a set charge for the morning session (£3.50) and a charge of £6 from 3-4.30pm. Children who attend after 4.30pm are charged (£9.50). The manager records receipt of monies and passes these to the Finance Manager who banks the money. Details of income and expenditure can be seen on the detailed transaction listing reports which are presented to governors at Finance Committee meetings.

Updated October 2013



