

St Matthew's Church of England Primary School (Voluntary Aided)

CHARGING AND REMISSIONS POLICY

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Education Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements.

It is recognised, however that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure, as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances - provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of St Matthew's School has decided that until further notice its policy will be as follows:

DAY VISITS

For visits occurring during school time the school will invite a voluntary contribution from parents to meet costs. For visits outside school time parents will be charged for all allowable costs. Charges may be reduced for children whose parents make application to the Head.

RESIDENTIAL VISITS DURING SCHOOL TIME

The school will invite voluntary contributions from parents to meet costs. Charges may be reduced for other children whose parents make application to the Head.

RESIDENTIAL VISITS OUTSIDE SCHOOL TIME

Parents will be charged for the full cost of the visit, including all allowable costs and board and lodgings. Charges may be reduced for children whose parents make application to the Head.

Allowable costs include:

- the pupil's travel and subsistence costs
- entrance fees to museums, castles, theatres etc
- materials, books, instruments and other equipment
- insurance cost under a contract for services for the visit or activity

INSTRUMENTAL MUSIC

Individual or small group tuition may be provided during school hours through the County Music Service but parents will be expected to pay the full cost of tuition and the hire of an instrument. Bursaries are available for children whose parents are in receipt of Income Support or Family Credit.

CLASSROOM MATERIALS

No charge will be made for materials or equipment. However, for certain practical activities (Technology, Cookery etc.) parents may be invited to provide materials or ingredients on a voluntary basis. Where parents would like to possess the finished product the school reserves the right to charge the cost or require the supply of the necessary materials.

This policy will be reviewed annually.