

**SHOTTERY CE PRIMARY SCHOOL POLICY FOR CHARGES, REMISSION OF CHARGES AND OTHER CONTRIBUTIONS FOR SCHOOL ACTIVITIES  
OCTOBER 2017**



**This policy needs to be reviewed every three years, next review 2020**

The school has a policy of providing the pupils with a wide variety of educational activities and experiences. As many educational opportunities as possible will be provided by funds allocated by the Local Authority, however some activities will be dependent on financial contributions from other sources. This policy covers the circumstances when parents are asked for financial contributions towards the cost of school activities. Those contributions may be in the form of charges or voluntary contributions. We will aim to keep financial contributions to a minimum and no child should be excluded from any activity because of personal circumstances. Charges for pupils in this category may be reduced or waived at the Headteacher's discretion. Contributions towards the cost of some activities will be voluntary. There will be no obligation on parents to make such contributions. However, if an activity is not supported by sufficient contributions, it may have to be cancelled and moneys refunded.

### **Swimming**

Swimming is a compulsory element of the National Curriculum and as such schools are expected to pay for entitlement opportunities from their school budget. At Shottery we will provide a swimming experience for pupils during KS2. The ability of the pupils and the availability of the pool will determine whether this element of the curriculum takes place throughout the whole year or for a limited period only. Dependent on other income sources we may ask parents to make a voluntary contribution towards additional costs such as transport and additional instruction above and beyond basic requirements. Charges for this will be payable half termly and are shared equally between the students. If a written request is made, pupils on FSM, are eligible for all costs to be paid, all other pupils donations are voluntary,

however if insufficient funds are received the school may decide that pupils will walk to the pool and request that parents collect after the session.

### **Educational Visits during and beyond the school day.**

The cost of visits within the school day will cover transport and entrance fee and where applicable materials from the venue such as guidebooks. Staffing costs will not be included, unless additional staff need to be employed to meet statutory/site requirements. Most visits beyond the school day will be optional and as such the school will not normally subsidise costs. To support parents, the school will aim to keep the cost of trips below £20 per term per pupil, however, the cost of coach hire may prohibit this, in which case consideration will be given to ensuring an overall maximum figure across the year of £60 per child. A minimum of two weeks' notice should be given for any experience which requires a parent to make a financial contribution. Where the required contribution is in excess of £20 a minimum of a month's notice should be given. Careful consideration should be given to the impact of the cost of trips upon parents and as a guide it is not expected that a trip would exceed £35, this excludes the residential experience. Parents cannot be asked to pay for experiences during the school day but may be asked to make a voluntary contributions. If in sufficient contributions are made the visit may be cancelled.

### **Residential visits**

Pupils in Years 4, Years 5 and 6 have the opportunity to take part in a residential visit. This is not a compulsory activity and parents may elect for their children to remain in school where they will work in an alternative class. We do encourage all pupils to take part and will provide a subsidy for eligible families. Where insufficient parents are able to pay, the trip will be deemed unviable and monies returned. Once a parent has committed to make payments the school will enforce this contract even if the parent decides the child is no longer participating. Costs include travel, accommodation, entrance fees, insurance and additional staffing costs.

### **Music Tuition**

The school offers peripatetic music tuition, parents who elect for their children to take part in this optional activity are liable for charges. Pupils on FSM may be eligible for subsidy funding. Payment for lessons must be made a term in advance, where payment is not made parents will be informed that there child is no longer able to participate in sessions.

### **Uniform**

The school prefers all pupils to wear a uniform to provide a sense of identity and equality. Uniform is available at the office there is also some 2nd hand clothing available at points during the year. Local supermarket chains also sell reasonably priced items in school colours.

### **Art/DT**

No charge will be made for materials or equipment for class-based activities such as Art, Craft or Technology. However, parents may be invited to provide materials on a voluntary basis, for example in food technology. Where parents would like to purchase the finished product, the school reserves the right to charge or to ask for the necessary materials to be supplied.

### **School Lunches**

Pupils may order a hot meal each day, payment for these must be made in advance at the start of the half term. Pupils in Years R, 1 and 2 are entitled to a free meal under Universal Free School Meals (subject to government funding).

### **After school clubs**

Nominal charges will be made for optional after school clubs to cover materials, additional occupancy costs or specialist agency staff some of this income will be put to.

### **ParentMail+ Pay**

The school prefers all payments to be made electronically through ParentMail + Pay a small administrative charge is incorporated into costs to cover bank charges. Where a parent is unable to pay electronically the office will accept cash payments. With the exception of post dated music cheques, **cheques are not accepted.**

### **Donations**

The school is indebted to the Parochial Church Council (PCC) of St. Andrew's Church for donations it makes to the school. It is the intention of the school to use these funds, at the discretion of the Headteacher, to support any pupil whose family would otherwise be unable to make appropriate contributions. The school is also indebted to the Municipal Charities of Stratford-upon-Avon for grants supporting Stratford children from families unable to meet certain financial contributions and to the Town Trust. Trip funding provide by the FSSA is also greatly appreciated and supports the enhancement of the curriculum for all pupils.

