

CHARGING AND REMISSIONS POLICY

St Bartholomew's Primary School

Date agreed by Governing Board	March 2025
Signature of Chair of Governors	*Bettina Carlyon*
Signature of Headteacher	*Daniel Meyer*
Date to be reviewed by Governing Board	March 2027

This version supersedes all previous versions of this policy

CHARGING AND REMISSIONS POLICY

INTRODUCTION

1. At St Bartholomew's School, all the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

VOLUNTARY CONTRIBUTIONS

2. When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. 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 or carers have not paid any contribution. We do not treat these children differently from any others.
3. If a parent wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity (if there are sufficient contributions to allow it to go ahead). Sometimes the school pays additional costs in order to support the visit.
4. Parents and carers have a right to know how each trip is costed, and the school provides this information on request.
5. The following is a list of additional activities, organised by the school, which will require voluntary contributions from parents and carers. 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 or by a theatre company;
   - school trips abroad;
   - musical events.

RESIDENTIAL VISITS

6. If the school organises a residential visit in school time, or mainly in school time, we do suggest a charge to cover the costs of board and lodging and travel. If parents are unable to afford the full charge, they are invited to pay as much as they can afford; if parents do not contribute, the school meets the cost for that child and the child is not discriminated against in any way.
7. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

MUSIC TUITION

8. All children study music as part of the normal school curriculum. We do not charge for this.
9. There is however a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers.
10. We give parents and carers information about additional music tuition at the start of each academic year.

SWIMMING

11. The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity.

We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

AFTER-SCHOOL CLUBS

12. The school offers a variety of activity clubs that take place after school. These are organised and run by outside agencies that provide qualified coaches or instructors, (not members of the school staff). Children are charged for these sessions.

CHILDREN COLLECTED LATE

13. When children who are not attending after-school clubs are persistently collected late at the end of the school day (after 3:45pm), the school will make a charge of £5 per 15 minutes (or part thereof) for their care in school, on the following basis:
    a) If a child is collected late on **two occasions in any half term**, the parents/carers will be sent a letter informing them of this together with relevant dates
    b) If a child is collected late on **a third occasion**, the parents/carers will be asked to pay a fee *for all three late collections* in that half term.
    c) If a child is collected late on **any subsequent days within the same school year** the parents/carers will be charged *for each occasion* with no further warning letters.

MONITORING AND REVIEW

14. This policy is monitored by the Governing Body, and will be reviewed every two years or earlier if necessary.