Let all that you do be done in love

Within our tradition as a Church of England Primary School, we are committed to making St Mary & St John an inclusive environment, fostering curiosity, spirituality, creativity and respect. At our school we want everyone to be valued, to explore the joy of learning, and to achieve their full potential.

Charging Policy

Law as decided by the Education Act of 1996 binds the school's policy. There is a clear distinction between **Charges** and **Voluntary Contributions**.

Charges

No charge is ever made for an activity that is part of the National Curriculum and takes place during the school day.

Charges are made for activities which take place outside school hours (for example, Plus after-school activities) or for extras in the school day, like instrumental lessons. They are also made for residential trips. All these activities are optional. Help is offered to some families (see below). Good notice of such activities is always given and arrangements are made for paying in instalments.

Voluntary Contributions

Our school provides a range of experiences, like school trips, which add excitement and enrichment to the children's learning. Some enrichment activities are arranged within the school day. They cannot be afforded within the school budget: we are dependent on contributions from parents/carers. It is always made clear that the contributions are voluntary.

- No child will be excluded from the activity if the parent does not contribute.
- The contribution requested will never exceed the actual cost per child.
- The sum requested will be kept to the minimum and no extra will be added to cover any children who have not contributed or to the costs of cover for any teachers taken out of class to help with the activity.
- If there are not sufficient contributions, the activity will not take place.

Examples of Requests for Voluntary Contributions

- Admissions charges for visits
- Transport for visits
- Special visits to class by performers or experts

Advanced Notice and planning for trips

Every effort is made to plan from the beginning of the school year and give notice of what school trips are expected. In general the aim is to have one trip each of the six terms but only three of those in the course of the year to require contributions in the £15-£25 range. The others will be considerably less.

Residential Visits

The school is committed to providing the experience of a residential visit for each child during his or her time at the school. We hope every child will be able to take up the opportunity.

We charge for board and lodging (unless parents are in receipt of one or more of the benefits listed). The charge will not exceed the actual cost.

We ask for a voluntary contribution for the cost of the transport.

Notice is usually given at the beginning of the year and arrangements are made for payment by instalments.

Families qualifying for remission or help with charges

There is remission for parents in receipt of:

- Income support
- Income-based Jobseekers Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Jobseekers Allowance
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run – on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit if you apply on or after the 1st April 2018, your household income must be less than £7400 a year (after tax and not including any benefits you get)
- Eligible for free school meals (not including the automatic FSM for Reception and Key Stage 1 aged children)

The Department for Education's advice on charging for school activities (May 2018) is available online or please ask for a copy in the school office.

Agreed by Governors May 2017, reviewed May 2019,June 2021

Next review date: June 2022

This policy Will be updated in accordance with recommendations from the Local Authority and the Department for Education.