

# ST. MONICA'S CATHOLIC PRIMARY SCHOOL

## Charging Policy

### Philosophy

Every child is a unique gift from God, with his or her own unique gifts.

“At St. Monica’s, we strive to ensure that all children are offered the opportunity to develop to their full potential in individual, educational, moral, intellectual and spiritual needs.

“Our school aims to be a living community of work and prayer.”

We believe in supporting all staff, teaching and non-teaching, in meeting their individual needs and developing the staff as a team.

### **1 Introduction**

**1.1** All education during school hours is free. 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.

### **2 Voluntary contributions**

**2.1** When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents 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 have not paid any contribution. We do not treat these children differently from any others.

**2.2** 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.

**2.3** 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 or by a theatre company;
- school trips;
- musical events.

**2.4** The school also offers educational trips/visits to local venues, e.g. Library, Book Shops. A nominal charge may be required to cover the cost of Professional Speakers, e.g. Authors.

### **3 Residential visits**

- 3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do .make a charge to cover the costs of board and lodging and travel expenses. If parents are experiencing financial difficulty\* they are invited to write in confidence to the headteacher.

### **4 Music tuition**

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is 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. We make a charge for these lessons, but parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

### **5 Swimming**

- 5.1 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 therefore make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

### **6 Extra Curricular Activities**

- 6.1 The school offers a range of After School extra curricular activities and will make a charge for some of these sessions.

### **7 Pupil Premium**

- 7.1 Children in receipt of the pupil premium may be supported so they can access opportunities financially, including school trips and visits, music lessons, uniform and school clubs.

### **8 Diocesan Fund**

- 8.1 Parents and Carers are asked to contribute towards the Diocesan Fund which is set up in accordance with the Northampton Diocese Pamphlet " Building their Future." This provides funds towards the 10% contribution that Governors are required to pay for any capital building projects and repairs.

### **9 Breakage and Damage**

- 9.1 In the event of any books or equipment being accidentally broken or damaged no charge will be made. In the event of books being lost every effort should be made to find the book and no charge will be made. If equipment is repeatedly lost the headteacher will attempt to resolve the situation. If damage is deliberate the headteacher will ask for an appropriate contribution to replace the equipment.

**10 Monitoring and review**

- 10.1** This policy is monitored by the governing body, and will be reviewed in two years, or earlier if necessary.

\*in receipt of family income support or if the pupil is entitled to free school meals.

**Signed:** Marian Binks

**Date:** November 2014