



Charging Policy 2023

Through Christ we believe, inspire, achieve.

Completed by: F Delaney
Last Updated: 22/11/2023
Agreed by Governors: 06/12/2023
Next Updated: November 2024.3

This policy is based on advice from the Department of Education on charging for school activities and the Education Act 1996 sections 449-462 of which set out the law on charging for school activities in England.

1. Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

2. Payments

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. The school budget will cover the cost where voluntary contributions are not made by a parent/carer.

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 Children on our Pupil Premium register and/or pupils whose parents can prove they are in receipt of any of the following benefits will receive a fully funded place on all trips including residential trips:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

2.4 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, art galleries, places of interest
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to or by a theatre company
- visiting speakers to the school e.g. science workshops
- musical events
- costs to cover ingredients

3. Residential Visits

School residential trips will take place in school time, or mainly in school time and will provide education opportunities directly related to the National Curriculum. Guidance in points 2.1 and 2.2 above apply.

4. Music Tuition

- 4.1** When music is taught as part of the normal school curriculum no charge will be made.
- 4.2** There may be 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. Should we make a charge for these lessons, pupils on our Pupil Premium Register will be exempt from payment.. Information about charges for tuition and instruments is given to parents before children embark on a programme. Children are required to purchase their own instruments and the school runs an easy payment system where instruments may be purchased over an eighteen month period. In special circumstances the school will help with the purchase of instruments.

5. Swimming

The school organises swimming lessons for 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.

6. Materials

In some circumstances parents may be asked to contribute towards the cost of materials for a particular activity e.g. food

7. After School Clubs

The school offers a range of additional coaching before and after school. Where a qualified coach, who is not a member of the school staff, runs and organises these sessions there may be a charge. Other sessions led by staff or partner high schools may be offered and in some cases a minimal charge may be applied to cover any additional resources etc.

8. Breakfast Club

The school has a Breakfast Club which runs from 8.00am – 8.45am every weekday morning. The Breakfast Club is run as a shared venture with Sefton Catering Service. Places within the Breakfast Club are limited and will incur a charge. In exceptional circumstances, free places may be allocated, at the discretion of the head teacher. Charges are made to cover the cost of staffing and resources to enable the club to run.

9. Nursery Fees

Where parents are eligible for the 30 hours free nursery provision their child will attend school Monday to Friday from 8.30am to 3.15pm. This includes a 45 minute lunch break covered by school staff. This pattern exceeds the 30 hour free provision and therefore school will make a daily charge to cover the staffing costs for the lunchtime period.

Where a child attends the all day nursery but no valid 30 hour eligibility code has been provided, or an existing code has expired, the school will charge parents for the lost funding. This will be based on the hour rate of funding stipulated by the Local Authority.

10. Exceptions to Payments

The School will assess and make arrangements with parents if/when a payment can not be made. Such agreements will be made on an individual basis with the agreement of the Headteacher. Parents/Carers should discuss, in confidence, any outstanding areas with Mrs Delaney, School Bursar or email delaneyf@englishmartyrs.co.uk

11. Monitoring of Policy

This policy is monitored by the governing body, and will be reviewed annually, or earlier if necessary.