



Higham St John's CE Primary School Charging & Debt Management Policy

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 individual or group music tuition.

2 Voluntary contributions

2.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we will be required to 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 organized 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 the theatre;
- school trips abroad;
- musical events.

3 Residential visits

3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of transport, board and lodging. Our view is that children should not miss out due to financial hardship, therefore, school would review requests for support paying the cost on their merits. However, if we do not receive sufficient contributions or the number of children partaking make the trip unviable, we may cancel the residential.

4 Music tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this. This includes music lessons taught as part of the 'Wider Opportunities Scheme.'

4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits pay a reduced fee. 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 a compulsory part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

6 Additional Extra-Curricular Activities

6.1 The school offers additional coaching after school in a variety of sports. A qualified coach, who is not a member of the school staff, runs and organises these sessions. We make a small charge for these sessions to cover the cost of coaching (and school staffing where needed)

6.2 School staff and outside agencies also run additional activities, during lunchtimes and after school. These activities are provided at a nominal fee.. There may be a small charge for additional resources (e.g. Arts and Craft supplies), at the School's discretion.

7 Payment

7.1 School uses ParentPay as a way of collecting money from parents. This allows parents to pay online using a credit or debit card. Whilst School encourages the use of the online facility, we recognise that this is not suitable for all, therefore School will still accept cash payments via the office.

7.2 Where the cost of an activity exceeds £20, School has the facility to accept payments in instalments to spread the cost for parents. This will be communicated to parents where appropriate. To avoid excessive bank charges to school, there may be a minimum instalment amount stated.

Date: October 2016

Review of Policy:- October 2019