



St. Stephen's School
and Children's Centre
Learning for life

Federated Charging and Remissions Policy

	Date	By	Ratified	Date
Version 1	July 2012	Leadership	Governing Body	Summer 2012
Version 2	July 2015	Leadership	Governing Body	Summer 2015
Version 3	November 2016	Leadership	Governing Body	November 2016
Version 4	May 2018	Leadership	Governing Body	Summer 2018
Version 5	October 2019	Leadership	Governing Body	Autumn 2019
Version 6	October 2020	Leadership	Governing Body	Autumn 2019
Version 7	November 2021	Leadership	Governing Body	November 2021
Version 8	November 2022	Leadership	Governing Body	November 2022
Version 9	November 2023	Leadership	Governing Body	December 2023
Version 10	November 2024	Leadership	Governing Body	December 2024
Version 11	November 2025	Leadership	Governing Body	December 2025

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 the trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat children differently from any others.

2.2 The 1988 Education Act draws a distinction between the term 'charges' which are considered to be an obligatory cost and 'voluntary contributions' which are self-explanatory.

2.3 Subsidies from various sources e.g. School Fund, voluntary organisations, will be considered to cover the deficits. Surplus finance will be used via school fund for the benefit of the children.

2.4 Whenever possible, the school will give sufficient notice to allow parents / carers to pay by instalments.

2.5 If a parent wishes their child to take part in a school trip or activity, 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.

2.6 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;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips;
- musical events;
- transport

3 Residential visits

- 3.1** If the school organises a residential visit in school time, which is to provide education directly related to the National Curriculum, a charge may be made to cover the cost of board and lodging. Parents of children who receive free school meals are offered the option to make a payment reduced by half.

4 Music tuition

- 4.1** All children study music as part of the normal curriculum. We do not charge for this.

- 4.2** There is a charge for individual or small group music tuition, since this is a national curriculum activity, and not part of the National Curriculum.

These individual or small-group lessons are taught by the peripatetic music teachers. We charge for these lessons.

We make a charge for these lessons. We give parent 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 Year 4. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity.

6 Lunch time / After School Sport and Creative Activities

- 6.1** The school offers additional after school and during lunch break activities including "Wraparound". We reserve the right to make small charges for these sessions.