

**CHARGING AND REMISSIONS POLICY**

- No child will be charged for admission to Mottram St. Andrew Primary Academy.
- If the number of places available for a particular activity is limited, the school will decide which children should be given the opportunity to participate, without reference to parents' willingness or ability to make a voluntary contribution towards the cost.
- Parents may not be required to pay for, or to supply, any materials, books, instruments or other equipment for use in connection with education provided during school hours. Parents may be invited to provide their children voluntarily with particular items, in order to release resources from the school budget for other purposes, but no child should be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.
- The school should provide, or pay for, any ingredients for cooking purposes (food technology) and any materials, equipment etc. for practical subjects during school hours. Parents who are willing to contribute can, however, be encouraged to do so, on a voluntary basis. The school might charge for, or require the supply of, ingredients and materials, if parents have indicated in advance a wish to own the finished product.
- Voluntary contributions for educational visits must be genuinely voluntary. The terms for any request for contributions must make it clear:-

that there is no obligation to contribute.

that pupils at the school will not be treated differently according to whether or not their parents have made any contributions in response to the request.

If an activity cannot be funded without voluntary contributions, it must be made clear to the parents at the outset. An initial letter should explain the nature of the proposed activity and its likely value in educational terms; it should also indicate the contributions per pupil and emphasise that there is no obligation to contribute and that no pupil will be omitted from the activity if his or her parents are unwilling or unable to contribute. It should be made equally clear that the activity will not take place if parents are reluctant to support it.

- A residential trip at other establishments is defined as one in which the pupils are required to spend one or two nights away from their usual overnight accommodation. Schools are permitted to charge for the costs of board and lodging during the visit. Parents in receipt of certain support allowances are entitled to remission from these charges. Other

## MOTTRAM ST. ANDREW PRIMARY ACADEMY

costs associated with the visit will depend upon voluntary parental contributions. No additional charges should be made to subsidise those pupils who are not able to pay wholly, or in part, for the cost of a residential visit. Any subsidies must come from the school's delegated budget or from voluntary fund raising.

- Music tuition, whether group or individual must be free if is required by the National Curriculum. Parents may be invited to provide instruments and music on a voluntary basis, so as to reduce pressures on the school budget, but only on the understanding that no child will be penalised because his or her parents do not contribute. Parental agreement must be obtained before a pupil is given tuition that requires payment. The charge can include the cost of the teacher giving the tuition, as well as the cost of the music and the hire/insurance of a musical instrument.
- Individual or group vocal tuition provided in school hours must be free. Where vocal tuition is provided outside school hours and is not required as an integral part of the National Curriculum, a charge may be made.
- Charges may be made for activities which take place outside of normal school hours. These include Out of School Club and Enrichment activities.
- If a pupil breaks a window, defaces school property or damages equipment, parents may be asked to pay for the cost of replacement where this is a result of the pupil's behaviour.