

All Saints' Church of England



Primary School, Newmarket

Charging and Remissions Policy

Policy updated: September 2024
To be reviewed by: September 2025
Reviewed by: Katie Hammond; LGB

Version Control

Date	Change
Nov 2017	Reviewed – additional paragraph re: Optional visits
Nov 2018	Reviewed – additional paragraph relating to compliance with the M.A.T.'s Finance Policy
Feb 2020	Reviewed – Minor changes to Voluntary Contribution Section & Individual Music Tuition Charges
Jul 2021	Reviewed – No change
Sept 2022	Reviewed – No change
Sept 2023	Reviewed - No change
Sept 2024	Reformatted; minor changes

Policy approved by LGB on:

**At All Saints' we are 'Children of God'.
We wear our crowns with pride.
Together, we are Included, Involved and Inspired.**

- 24 Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize.
- 25 Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever.
- 26 So I run with purpose in every step.

1 Corinthians 9: 24-26

Vision Statement

*At All Saints' everyone is welcomed and **included**. Each individual is acknowledged and valued as an equal member of our school family and we form a community where we worship God together freely. We celebrate our inclusivity and are respectful of our differences.*

*Our emblem is a crown; we wear it with pride because it reminds us that we are working for a purpose. This means that we are **involved** in our learning and are determined to take whatever action is needed for us to be the best that we can be.*

*We seek a clearer understanding of the world and confidently imagine a better future. With our eyes fixed on this prize, we are **inspired** to be life-long learners and we want to inspire others too to make a difference in this world.*

Together · Included · Involved · Inspired



St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

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1. Introduction

The underlying principle of provision of additional school activities at All Saints' is that they are free of charge when taking place wholly or mainly during school hours. Such activities should be seen as an integral part of a broad and balanced curriculum for all pupils.

Additional activities may be funded by parents making a voluntary contribution towards the cost. All payments to school are processed in compliance with the current **MAT Finance Policy. and Procedures for Schools.**

2. Voluntary contributions

If any activity, for example an outing or a visiting special event, requires voluntary funding, this will be made clear to parents at the outset. Letters will be sent to the parents of all children likely to participate, explaining the nature of the activity. Consideration will be given to the following:

- the cost per child, to enable activity to take place
- that the activity will not take place if parents are reluctant to support it
- that there is no obligation to contribute
- that no pupil will be omitted if parents are unable to contribute

Funds may be raised by other means to limit the cost to be met by parents and the school budget, for example:

- requests to the PTA Committee
- sponsored events in school
- other fund raising activities

No limit is put on the level of voluntary contributions which will be used to defray the costs of the outings.

3. Discretionary charges

The following may be chargeable:

- activities outside school hours, e.g. theatre visits; extra-curricular classes or other activities deemed to be an optional extra as defined in the **Education Reform Act**
- materials used at school, if the end product is to be taken home, e.g. cooking; alternatively the child can be asked to provide ingredients
- extended visits (in school hours): if the trip is longer than one day, board and lodging is chargeable
- extended visits (outside school hours): participation in any such trip organised by school is on a voluntary basis and all costs are chargeable to the parents
- optional visits (in school hours): the school occasionally offers optional trips, across the year groups, which are solely funded by parent contribution
- the cost of providing instrumental music tuition individually or in a group not exceeding 5 pupils. Charges will not exceed the cost to the school of such tuition but may include the cost of hire or purchase of any musical instrument

4. Remissions

In a case of severe hardship the school may try to find additional funding to offer some assistance. In the case of residential activities within school hours, the Local Governing Body may remit part of the cost of board and lodgings for pupils whose parents are in receipt of certain benefits, e.g. free school meals.

Accompanying adults: in order to facilitate all school trips, the Local Governing Body have agreed that the cost of adults should be included in the overall cost.