Welwyn St Mary's Primary School

Believe and Achieve

Charging Policy

Frequency of review (unless thereare changes to legislation)	Every 4 years
Author	Based on DFE Government guidance 2018 – Charging for school activities
Reviewed by staff	November 2026
Approved by governors	11th November 2026
Date of next review	November 2030

WELWYN ST MARY'S CofE PRIMARY SCHOOL

Cycle and Scooter Policy

Our Vision – Believe and Achieve: 'With God, all things are possible' (Matthew 19:26)

At Welwyn St Mary's our school vision is 'Believe and Achieve' taken from St Matthew's gospel (Chapter 19, Verse 26 – 'With God, all things are possible'). By this, we aspire that all members of our community will flourish and be inspired to be the best that we can be by believing in ourselves, each other and in the teachings of Jesus. Believing in ourselves will give us the confidence to succeed. Believing in each other will empower others to do their best and by following the teaching of Jesus shows that His teaching drives all aspects of school life.

This vision is embodied and rooted in the Bible story of ***'The Miracle Catch of Fish'*** *(Luke 5: 4-11)*. It exemplifies our aspirations for our pupils and the importance our school places on believing in oneself (even when things may appear impossible or when solutions seem exhausted), in believing in each other and in putting one's trust and faith in God to give us the spiritual support, encouragement and determination to continue trying our very best to achieve, what may first appear unreachable, aspirational goals.

Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The policy has been informed by the Department for Education guidelines, October 2018.

Relationship to other school policies

The policy complements the school's equality policy and the teaching and learning policy.

Roles and responsibilities of headteacher, other staff, governors.

The headteacher, staff and governors will ensure that the following applies:

1. **No charges will be made for**
    - Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
    - Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
    - Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a

prescribed public examination that the pupil is being prepared for at the school.
- Education provided on any trip that takes place during school hours.
- Supply teachers to provide cover for children who opt not to attend a residential visit where the class teacher is accompanying pupils who have opted to attend.
- Transport provided in connection with an educational trip.

2. Activities for which charges may be made

a) Activities outside school hours
Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential activities
Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 4 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

c) Music tuition
Music tuition for individuals or groups

d) Extended day services offered to pupils (for example breakfast club and after-school clubs

e) Clubs provided by outside club providers

f) We charge for use of community facilities e.g. hire of school

3. Voluntary contributions

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefits of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents at the outset. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled.

4. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Charges will typically be waived for pupils in receipt of Pupil Premium funding. Charges may be waived for other pupils, at the discretion of the Headteacher, after having considered individual circumstances.

5. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines: -

- Where possible we shall publish a list of visits (and their approximate cost)
- We have established a system for parents to pay in instalments for certain trips.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay in instalments beyond the date of the trip
- We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.