Highfield St Matthew's CE Primary School

As Jesus tells us, 'Let your light shine before others, that they may see your good works, and glorify your Father who is in heaven' (Matthew 5:13).

Charging Policy

March 2025

Review Date: March 2027

Our Christian Vision

'Let your light shine before others, that they may see your good works, and glorify your Father who is in heaven' (Matthew 5:13). Our vision inspires and challenges the community we serve to achieve excellence in all they do, and to learn about life in all its fullness, within a welcoming Christian family.

School Aims – How we will Let Our Light Shine

- Every child feels valued, safe and cared for, and makes a positive contribution to their own development and the life of the school, with Christ at its centre
- Our bespoke SHINE curriculum, based on excellence and high expectations, provides rich experiences which motivates, challenges, develops resilience and meets the needs of all children
- Every child achieves their potential and develops their talents and creativity, preparing them for a role in a global society with a lifelong love for learning
- Children & families develop understanding of a faith and Christian values that can guide their lives; knowing Jesus, and putting into action what they are coming to believe and value
- The whole school family flourishes and serves the local Church and community

*See Appendix 1 for how our SHINE Curriculum Aims links to our English curriculum.

Charging 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. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution.

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 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 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 and places of interest;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.

3 Residential visits

3.1 If the school organises an educational residential visit in school time or mainly school time, we do make a charge to cover the costs of board and lodgings. The education element is covered by voluntary contributions.

4 Music tuition

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

4.2 There is a charge for individual or group music. Peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons at a pre-agreed rate. Parents are informed about additional music tuition either at the beginning of the academic year or as it becomes available.

5 Swimming

5.1 The school organises swimming lessons for all children in Key Stage 2 (usually Year 3 or 4). These take place in school time and are part of the National Curriculum. We make no charge for this activity, however we do ask for a voluntary contribution towards the cost of transport. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

6. Extra-Curricular activities & events

6.1 The school organises numerous curriculum extension activities throughout the academic year. Where clubs are run by school at lunchtime by member of staff there is no charge.
There may be a charge for activities run after-school to cover the costs incurred through the use of the building. Where clubs are run by outside bodies, there will be a charge levied by the organiser.

6.2 When school organises performances or events there may be a charge for these activities to cover costs, performance licences or for fund raising purposes.

7. School Meals

7.1 School meals are currently charged at £2.70 per day (£13.50 per week) and are reviewed annually.

8. Lettings

8.1 The Governing Body will consider any written applications for community use of the premises. Lettings charges may be made for the use of the building or facilities.

9. Returned or unpaid cheques

9.1 School will pass on charges which have been incurred for cheques that are returned as unpaid by the bank.

10. Bursaries

10.1 Where the Local Authority or Government grants or bursaries apply, School will take appropriate steps to advise parent(s)/guardians.

11. Admissions

11.1 This school is prohibited from raising a charge in respect of the following:-
Admissions - no charge shall be made in respect of admissions to the school. The only circumstances where this may not apply is when:

i) part time education is being provided to individuals over or under school age;
ii) full time education has been provided to persons over 19 years of age;
iii) teacher training.

12. Remissions Statement

12.1 The school will meet (in whole or part) any charge due to the school for the cost of optional extras or payable board and lodging for a registered pupil at the school if the parent(s) is entitled to state income benefits.

13. Equality and Diversity Statement

13.1 The Governing Body and School Staff are committed to ensuring that all members of the School Community are treated fairly and with equality. We will comply with relevant legislation and implement School policy in relation to race equality, disability equality, gender equality and sexual orientation.

14. British Values Statement

14.1 The Governing Body and School Staff are committed to actively promoting the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different beliefs as set out by the Government in the 'Prevent' strategy in 2011.

15 Impact Statement

15.1 Equality Impact Assessments will be conducted on all school policies as reviews take place.