Policy on Charging and Remissions

1 Introduction

1.1 All the education we provide during normal school hours is at no charge to pupils. 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 At Montalbo, we organise school trips, visitors or visits throughout the school year, to enrich the curriculum we offer and to widen the educational experience of the learners. For visits or activities occurring during school time, the Head Teacher may invite a voluntary contribution from parents to meet the cost of the visit. Every effort will be made to keep these costs reasonable. If we do not receive sufficient voluntary contributions, we may cancel trips, visitors or visits. Where a trip goes ahead or visitors to the school deliver activities to enhance our curriculum, learners whose parents have not paid any contribution will share in the experience. We do not treat these learners differently from any others.

2.2 Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, and the school can provide 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; places of interest
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- musical events
- visitors delivering workshops to the pupils

3 Residential visits

3.1 If the school organises a residential visit in school time or weekends, we suggest a charge to cover the costs of board and lodging and travel. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled.

3.2 Children who are entitled to pupil premium or looked after children may be subsidised for part/all of the cost of a residential visits using the school's Pupil Premium funding. In other circumstances the Governing Body will invite parents to apply in confidence to the Head Teacher for the remission of charges in part or full. The Head Teacher in consultation with the Chair of Governors will make authorisation of remission.

4 Music tuition
4.1 All learners study music as part of the normal school curriculum. We do not charge for this.

4.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by county peripatetic music teachers. A contract between the county music service and parents is then issued. There is a cost for such tuition which is charged directly to parents from the county peripatetic music service. School does not enter into this contract other than to give parents information about additional music tuition at the start of each academic year. Private music tuition is also provided at school and parents pay the private music tutor directly for lessons.

4.3 Children who are entitled to pupil premium or are looked after children may be subsidised to help with the costs of tuition, should the child wish to take up tuition.

5 Swimming

5.1 The school organises swimming lessons for pupils in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

6 After School Clubs

6.1 Some PE funding money is directed towards outside sports coaching, which helps to reduce the cost of hiring skilled coaches and charges will be kept to a minimum.

7. Montalbo Extra

7.1 Wrap around care is provided by Montalbo Nursery and Primary School, for which there is a charge.

8. Payments for school meals, extra Nursery hours, Breakfast Clubs and After School Clubs/Care

8.1 All payments to school are made through ParentPay. Parents/Carers are each given a ParentPay account when their child starts nursery or school. Payments for meals and all activities should be made at least one week in advance. Failure to pay in advance would result in the child being unable to access additional hours or before and after school provision. Those children who would usually access school meals will be required to bring a packed lunch until the balance is paid.

9 Monitoring and review
9.1 This policy is monitored by the governing body, and will be reviewed annually.

Date Issued September 2026

Date to be reviewed September 2027

Signed

Date