St John & St James Church of England Primary School



Charging and Remissions Policy

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**INTRODUCTION:**

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.

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority’s Policy Statements on charging and is reviewed on an annual basis by the school Governing Body.

**Aims and Objectives:**

The aims of this Policy are to:

* Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
* Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

**Activities without charge:**

There will be no charge for the following activities:

* Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
* Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
* Instrumental and vocal music tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
* Instrumental and vocal tuition for children in care.
* Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

**Voluntary contributions:**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

* Any children of parents who do not wish to contribute will not be treated any differently.
* Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. 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. We do not treat these children differently from any others.

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 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 provides this information on request.

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,
* Sporting activities which require transport expenses
* Outdoor adventure activities
* Visits to or by theatre company
* School trips abroad
* Musical events

**Chargeable activities:**

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

* Educational or other activities provided wholly or mainly outside school hours, which are not:

(a) Part of the National Curriculum.

(b) Part of a syllabus for prescribed public examination, which the pupil is being

prepared for at school.

(c) Part of religious education.

(Note: This could include before and after school clubs run by the school).

* Board and lodgings on residential visits (subject to remission arrangements).
* Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
* Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
* Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
* Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

**Residential visits**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly relation to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do suggest a charge to cover the costs of board and lodging, although parents who receive state benefits are exempt from this charge. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

**Extra Curricular Activities and Clubs**

The school offers additional activities and clubs after school. Qualified teachers, staff or coaches, some of whom may or may not be members of the school staff run and after school hours, but held in the school, are also offered by qualifies teachers and staff who are not members, request a small charge for these sessions. organises some of these sessions. We make a request for a small voluntary contribution to these sessions.

**Remissions Policy:**

There will be no charge for board and lodgings for pupils whose parents/guardians are receiving income support, income based job seeker’s allowance, family credit or disability working allowance.( Universal credit). Charges for other ‘chargeable activities’ may also be fully or partially remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.