



# St Paul with St Luke CofE Primary School

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## Charging and Remissions Policy

### Policy version Control

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## **INTRODUCTION:**

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

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'/carers' financial means. This 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.

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed every two years by the school Governing Body's Resources Committee.

### **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/carers.
- Clarify how charges will be determined, so parents and carers 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.
- Instrumental and vocal music tuition, which is part of the National Curriculum.
- Instrumental and vocal tuition for children in care.

### **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.
- We ask parents for a contribution towards the cost of the Y6 residential week. If parents are not able to pay that amount the school will support the child to attend using funds from the school budget.

**Voluntary Maintenance Fund:**

As a voluntary aided church school, at the beginning of each school year we request a voluntary contribution from all parents of the following amounts -

£30 per family

***What is the advantage to families and how do pupils benefit?***

*Maintenance and development of the school premises to improve the children's learning environment.*

### **Chargeable activities:**

The school may recover the part or 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 religious education.
- Before and after school clubs run by the school
- Board and lodgings on residential visits (subject to remission arrangements)
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.
- Provision of materials/ingredients for subjects such as Art & Design or Cooking, where pupils take home a finished product.
- Access to additional nursery hours where not eligible to be funded by the DFE
- Imposing of a fine for parents/carers that collected child/children late from school

### **After School Activity Clubs**

The School will aim to provide at least two activities each evening to support children's wider interests and to help working Parents. The School charges up to £2 per session for these clubs and activities. All fees must be paid for in advance using *ParentPay*. If too few children sign up for one of the clubs, the planned activity is likely to be cancelled. Please note that clubs are age specific, and you may not be able to enrol your child into a club for everyday of the week.

### **Swimming**

The School organises swimming lessons for all children in KS2. 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. Parents would be expected to provide a basic swimming kit.

### **Passport & Other Government Verification**

The School is able to provide references or letters for children who are attending the School. For certain applications a qualifying period maybe required. There is an administrative charge of £10 for each specific item requested or simple declarations. A charge of £15 will be applied for longer forms and other more complex issues.

### **Breakfast Club**

The School operates its own breakfast club running from 7:45am to 8:30am Mon-Fri term time for year Rec – Y6. The service is charged at £1 per day per family (Regardless of the number of siblings). Payments are expected to be made in advance using *ParentPay*.

**Lost / Stolen / Damaged School Property**

The School reserves the right to charge Parents/Carers to repair or replace School property that has been maliciously damaged, lost or stolen, that falls below the School's insurance threshold for a claim. All such cases will be reviewed by the Headteacher before a decision is made to charge.

**School Uniform**

All children attending St Paul with St Luke CofE Primary School are required to wear a School Uniform. There are items of clothing such as Jumper, Cardigan, PE t-shirts and the School bag. These items can only be paid online from *ParentPay*. Other items such as trousers/skirts and shoes can be purchased from the local supermarket.

**Remissions Policy:**

At the headteacher's discretion there may be a reduction in charge for board and lodgings for pupils who are eligible for free school meals. Charges for other 'chargeable activities' may also be fully or partially remitted on an individual basis at the Headteacher's discretion.