



## St Peter's Anglican Methodist V.C Primary School

### Charging and Remissions Policy

<b>School Address</b>	Bank Road Pilning South Gloucestershire BS35 4JG
<b>School Contact Number</b>	01454 631137

#### 1. Introduction

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Department for Education.

The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents/carers and the school warmly endorses that principle and is committed to upholding the legal requirements. The law recognises that charges may be made to parents/carers in certain defined circumstances, provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils.

It is recognised, however, that many educationally valuable activities have been, and will continue to be, dependent on voluntary financial contributions in whole or in part from parents/carers. Without the financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils.

#### 2. Purpose

The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part in activities, irrespective of their circumstances and the purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and for those where there may be a charge.

### **3. Principles**

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

### **4. Detail of the policy**

During the school day, defined as 8.50am – 3.20pm Monday to Friday (not including the mid-day break), all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and activity.

Occasionally the school or a charity pays additional costs in order to support a visit. Parents have a right to know how each trip is funded and the school will provide this information on request.

The cost of visits/activities are divided equally between all of the pupils. If there are financial difficulties within the home or pupils are registered for Free School Meals assistance may be given at the school's discretion.

A charge will be made in the following circumstances for activities organised by the School and no pupil will be prevented from participating because parents/carers cannot or will not make a contribution:-

#### **Day Visits**

Voluntary contributions will be sought for visits occurring during school time to meet costs. We will charge for allowable optional costs<sup>1</sup> for activities provided outside of the school day.

#### **Residential Visits during school time**

The school will invite voluntary contributions to meet costs other than children's board and lodging. Parents/carers will be charged for full cost of children's board and lodgings.

In case of hardship the school will direct parents/carers to possible sources of financial help e.g. charities.

#### **Residential Visits outside school time**

Parents/carers will be charged for the full cost of the visit, including all allowable costs<sup>1</sup> and board and lodging.

#### **Music Tuition**

There is a charge for individual or group instrumental music tuition, if this is not part of the National Curriculum. The peripatetic music teachers teach individuals or small group lessons. The peripatetic teachers are independent from St Peter's and parents are given contact information. The parents are charged directly and no money will come through the office for this purpose.

#### **Classroom Materials**

No charge will be made for materials or equipment. However, for certain practical activities (technology, food activities etc.) parents/carers may be invited to provide materials or ingredients on a voluntary basis. Where parents/carers would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

## **Swimming**

St Peter's organises swimming lessons for all children to take part in, at some point during their time in Key Stage 2. These take place during school time and the school requests a voluntary contribution towards the costs of transport.

## **Clubs**

Clubs that are run by staff members during their time in school will not be charged for as the running of clubs by staff is a choice and an offer made by them of their time.

Clubs that are provided by external providers are charged for by them. Information is provided by the club provider and sent home. The parents are charged directly and no money will come through the office for this purpose. The school have no jurisdiction regarding costs and refunds for these clubs.

## **School Property**

The school reserves the right to charge parents/carers if their child is found to be responsible for the willful destruction of school property. The Head teacher will assess each case on an individual basis.

## **Refunds**

The Head and Governors will consider refunds for pupils not participating in an activity due to a medical condition, however coach fares cannot be refunded.

*'Allowable costs include pupil's travel and subsistence costs, materials, books, instruments, non-teaching staff, costs of teaching staff - where separately engaged under a contract for services for the visit or activity, entrance fees to museums, castles, theatres, etc. and insurance costs.*

# **5. Roles & Responsibilities**

## **Remissions**

*(Everyone involved in charging for activities will keep any financial hardship information confidential.)*

Where the parents/carers of a pupil are in receipt of free school meals (excluding Universal Free School Meals (UFSM) available to all EYFS & KS1 pupils) or other circumstances – for example in the case of family hardship;

- a) the Headteacher will consider a remit in full or in part the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.
- b) The Headteacher will consider a remit in full or in part the cost of other activities, in consultation with the Chair of Finance and Personnel, as appropriate.
- c) In cases of hardship the Headteacher will consider at their absolute discretion the remission of fees (in full or in part) for those pupils who they consider will benefit from such tuition.

When arranging a chargeable activity parents will be invited to apply to the Headteacher or School Business Manager, in confidence for the remission of charges.

## **6. Policy Agreed:**

Date: 9 November 2023

### **Monitor and Review**

The Resources Committee will be responsible for monitoring the application of the policy, reviewing the policy annually and making recommendations to the Full Governing Body