



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

*unlocking our potential for life - long learning*

## 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 Full Governing Body (FGB) recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experience can make towards pupils' personal and social education. The FGB aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

### 2. Purpose

The purpose of the St Peter's 'Charging and Remissions' policy is to:

- Explain the principles of St Peter's this policy.
- Document the methods of charging that are in operation.
- Clarify the roles and responsibilities of all parties in communicating with each other.
- Explain how the content of the policy will be monitored and evaluated

### 3. Principles

Charging for Education activities is covered by the Education Act 1996, sections 449-462.

### 4. Detail of the policy

#### Voluntary Contributions

The restrictions on charging for school activities do not in any way prohibit or restrict from seeking voluntary contributions for the benefit of the school or in support of any school activity whether during or outside school hours, residential or non-residential.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school will invite 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. We do not treat these children differently from any others.

Occasionally the school or a charity pays additional costs in order to support the visit. Parents have a right to know how each trip is funded and the school will provide 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, farms, wildlife areas
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre and musical events
- food technology
- school trips abroad

The cost of the visits 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.

### **Residential visits**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. In case of hardship the school will direct parents/carers to possible sources of financial help e.g. charities.

### **Music tuition**

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

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 invoiced directly and no money will come through the office.

### **Swimming**

St Peter's organises swimming lessons for all children to take part in, at some point during their time with us. These take place during school time and the school requests a contribution towards the cost of the coach and St Peter's subsidises the overall cost. We inform parents when these lessons are to take place.

### **Clubs**

Clubs that are run by staff members during their time in school will not be charged for as this is an expectation of the teaching staff and an offer made by them of their time.

Clubs that are provided for by external providers are charged for by them. Information letters are provided by the provider and sent home with the children. Forms and money are returned to the provider via the school office. The school have no jurisdiction regarding costs and refunds for these clubs.

### **Damage to School Property**

Parents/carers can be asked to pay for damage to school property and /or premises caused by their children's misbehaviour. This will apply when a child is found to have wilfully damaged any

item of school property or part of the premises. The Head teacher will assess each case on an individual basis.

## 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 experiencing financial hardship the school and/or the governing body may endeavour to assist towards the costs of a proposed activity and will provide information to parents/carers about local charities that may be able to help. The school may be able to assist with any application to a charitable organisation dependent upon individual circumstances by providing supporting evidence. Each situation will be assessed individually.

## 6. Reason for Re-Issue

This policy will be reviewed by the Resource committee in line with the overall policy timetable which is every two years, or sooner if any amendments are made to the Education Act which necessitates the updating of this policy. Any changes will be publicised.

Date	Reason re-issued	
March 2017	Template issued to standardise format of policies	Version 01_2017

## 7. Policy Agreed:

Chair of Governors ..... Date.....

Head Teacher..... Date.....

Version 01/2017	Date
Taken to FGB	19.01.2017
Adopted by Governing body	08.03.2017
Next Review Date	March 2019