

St Paul's Church of England Primary School

an academy in the Good Shepherd Trust



Policy

Policy Title: Charging and Remission Policy

Responsibility of: Local Governing Committee

Effective from: July 2020

Renewal date: July 2023

*Complies with the DFE's publication "Charging for Schools Activities May 2018".
Confirmed that this document is the latest guidance as at July 2020.*

Charging & Remission Policy

Statement of Policy

St Paul's Primary School aims to offer pupils a wide variety of opportunities and experiences.

We will:

- ensure that education in school is free
- ensure that activities offered wholly or mainly during normal school teaching time are available to all pupils regardless of ability or willingness to help meet the cost of these activities

We have:

- discretion to charge for optional activities provided wholly or mainly out of school hours
- the right to invite voluntary contributions for the benefit of the school, or in support of activities organised by the school, whether during or outside school hours.

This policy sets out the circumstances in which charges may be levied or voluntary contributions sought.

Day Trips

1. Optional trips wholly or mainly outside school hours will be charged at full cost.
2. Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation. If insufficient funding is received, the school reserves the right to cancel the trip.
3. The amount requested will represent the actual cost of providing the trip, spread equally between the number of pupils participating. No profit will be made.
4. Once a trip has been paid for, there will be no reimbursement for absentees on the day other than in exceptional circumstances at the Headteacher's discretion.
5. Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected. Any shortfall will be met from the School Fund or Pupil Premium funding.
6. Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the contribution for individual children who would be unable to participate because of financial hardship.
7. Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Experiences offered in School

1. The cost of providing enhanced learning experiences within school is to be met by a voluntary contribution sought from parents of children who will benefit. The school reserves the right to cancel the activity if insufficient contributions are received.
2. The amount requested will represent the actual cost of providing the enhancement, spread equally between the number of children who will benefit. No profit will be made.
3. Voluntary contributions may also be sought towards the cost of ingredients, materials and equipment.
4. Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.
5. No child is to be prevented from participating because a voluntary contribution has not been received.
6. Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Residential Trips

1. Parents will be charged the cost of board and lodging on residential trips. The charge must not exceed the actual cost. Parents who can prove they meet free school meals eligibility criteria will be exempt from paying the cost of board and lodging on residential trips.
2. The amount requested will represent the actual cost, spread equally between the number of children taking part. No profit will be made. The school reserves the right to cancel if insufficient contributions are received.
3. An initial deposit is usually requested for residential trips with the remaining balance payable in installments. The initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required. If additional costs have been incurred in respect of the trip for the child who is no longer able to attend the trip, this element will not be refunded.
4. Where sponsorship or donations have been received towards the cost of the trip, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
5. Children will be treated equally regardless of the payment made by their parents.

Music Tuition

1. Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, at the request of the pupil's parent.
2. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Optional extras e.g. Activity Clubs (football, gardening etc.)

Charges may be made for some activities that are known as “optional extras”. The charge for optional extras will be established with reference to the most up to date DFE “Charging for school activities” guidance.

1. The school aims to provide a variety of clubs and whilst some of the clubs are free of charge, the school reserves the right to charge for clubs outside of normal school hours that are not part of the National Curriculum.
2. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges, prior to attendance at the activity. Parental agreement must be established prior to a child attending such an activity. The charge may include some or all of the following costs: materials, books, equipment, non-teaching staff, teachers engaged purely to provide the optional extra, an element to cover the cost of buildings and accommodation.
3. There will be no reimbursement for absentees.

Damage to school property and resources

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge may be made to parents in order to replace or mend the damage that has been caused.

Contribution to the School Fund

1. The school fund exists to enhance the learning experiences of the children at St Paul’s Primary School. It could be used to provide, for example, visits from theatre companies, visiting authors or curriculum related workshops.
2. The school reserves the right to ask for parental voluntary contributions to support the school fund.
3. All pupils will be treated equally regardless of whether the school receives parental contributions.

Extended Care Provision (e.g. Breakfast Owls and Afternoon Owls)

1. Charges are set to cover all operational and capital costs associated with the running of each Club and will be reviewed regularly.
2. The terms and conditions set out the cost for each session and additional charges for late pick up from the Afternoon Owls.
3. There will be no reimbursement for absentees.