St Paul's Church of England Primary School

an academy in the Good Shepherd Trust



Charging and Remissions Policy

Date adopted:	01/07/23		Last reviewed:	01/07/26
Review cycle:	Every 3 years		Is this policy statutory?	No
Approval:	SLT		Author:	Gill Farmer
Local approval*:	01/07/26		Local author*:	
Next review Date	01/07/29			

* only for policy/procedures that are templates and require local adaptation.

Revision record

Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

Revision No.	Date	Revised by	Approved date	Comments
1 2	20/04/23 01/07/26	Gill Farmer Louise Kaye	01/06/23	Removal of Contribution to the School Fund

Complies with the DFE's publication "Charging for Schools Activities May 2018".
Confirmed that this document is the latest guidance as at July 2023.

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. 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.
2. 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.
3. 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.
4. 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.
5. 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 not be unable to participate because of financial hardship.
6. 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 not be unable to participate because of financial hardship.
5. Children will be treated equally regardless of the payment made by their parents.

Educational activities taking place outside school hours

For all trips and activities outside school hours the charge will be set to cover the cost of such items as:

- Transport/travel costs
- Board and Lodging
- Entrance fees
- Insurance Costs
- Any materials required for the activity
- Incidental expenses
- Costs incurred as a result of teaching and non-teaching staff supervising the activity

The charge should not subsidise any other pupil participating. Any remission of charges for individual students should be met from the Academy Budget. If insufficient funds are received to cover the cost of the activity, it may be cancelled.

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

Loss of, damage to or breakage of academy property e.g. books, windows, furniture, scientific equipment etc. will be charged for if caused by carelessness, negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Similarly a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the academy.

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.

School meals

Charges are made for school meals in advance of delivering the meal (unless a pupil is entitled to free school meals in which case it is the policy of the school to ensure that parents and carers are given advice on how to apply for free meals). Children in Reception, Year 1 and Year 2 also receive a free lunch funded by the Universal Infant Free School Meal programme.

Photographs

Individual and class photographs taken by the academy's appointed photographer or by the academy are offered for sale from time to time.

Other charges

The academy may levy a charge for miscellaneous services up to the cost of providing such services e.g. for providing supporting evidence regarding visa applications, passports, individual pupil references to private schools etc. The cost will be a minimum of £10 depending on the amount of time required to complete the application / reference.

Remission of Charges

Any charge may be remitted in whole or in part in response to a request by the parent/carer in writing to the Headteacher.

Where a child is eligible for the free school meals we will invite Parents/Carers to make voluntary contributions to cover the cost of day trips and other activities however we also recognise that this may not be possible. In these circumstances, we will cover the cost of day trips and other activities from the Pupil Premium Grant.