

# CHARGING AND REMISSIONS POLICY

## ST PAUL'S C.E. PRIMARY SCHOOL

### **Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

### **Definition**

The school day is defined as:

Foundation Stage - 8.55 am to 11.45 am & 1.00 pm to 3.15 pm

Key Stage 1 - 8.55 am to 12 noon & 1.10 pm to 3.15 pm

Key Stage 2 Lower - 8.55 am to 12.30 pm & 1.30 pm to 3.15 pm

Key Stage 2 Upper - 8.55 am to 12.15 pm & 1.15 pm to 3.15 pm

The midday break does not form part of the school day.

### **Responsibilities**

The headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually each September.

### **Policy statement**

During the school day 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 the activity. It excludes charges made for Instrumental Tuition.

Voluntary contributions may be sought for activities during the school day which entail additional costs such as a storyteller.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it maybe necessary to curtail or cancel activities]

### **Optional activities outside of the school day**

We may charge for optional, extra activities provided outside of the school day, for example *Fit Kids*. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents can request how the charges were calculated.

### **Residential**

Charges will be made to cover all costs associated with residential trips for example Transport, Board/Lodgings and Instructor Fess. In such cases parents can request how the charges were calculated through the Freedom of Information Act 2000.

In cases of hardship remissions of such fees may be considered at the discretion of the School Business Manager.

## **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## **Hardship**

In cases of hardship the School Business Manager will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit.

Dear Parent

**(EDUCATION REFORM ACT: CHARGES FOR SCHOOL ACTIVITIES) SCHOOL ACTIVITIES,  
JOURNEYS OR VISITS (EDUCATION DURING SCHOOL HOURS)**

In the near future we hope your child is able to take part in the following educational activity:

ACTIVITY:.....DATE(S):.....

We consider that activities of this type very much support the work with which your child is involved in this school. Further details are attached.

To enable the activity to go ahead the suggested voluntary contribution is .....

Children will not be treated differently according to whether or not their parents have made a voluntary contribution. The activity can only take place if there are sufficient voluntary contributions.

In addition there is a charge for board and lodging which in this case is .....

A request to be allocated a place will be taken as agreement to pay the required charge. Please complete the pro-forma and return it to the school.

Places will be allocated on a first come first served basis. I will contact you again when it is known whether the level of voluntary contributions will be sufficient to enable the trip to take place.

Signed: .....