St Paul's
C of E Primary School

A place to belong

Charging and Remissions Policy

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Reviewing Committee:	**FGB**
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St Paul's C of E Primary School

A Place to Belong

Our Christian Vision

Our school is a family where everyone feels safe, happy and valued, and is supported to achieve their full potential.

We will develop compassionate and caring individuals who depend on one another, are highly motivated, and have a life-long love of learning in preparation for the future.

Our Core Values

All that we do is underpinned by the core Christian values of *Family (Koinonia), Compassion, Perseverance and Forgiveness*

"Though we are many, we form one body, all joined together as members of the whole. We each have different gifts, according to the grace given to each of us. We must use them wisely."

Romans 12:5-8

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1.0 Aims of the policy

St Paul's CE Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independently of their parents/carers financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may otherwise prevent some pupils taking full advantage of the opportunities.

2.0 Background to the policy

Sections 449 to 462 of the Education Act (1996) requires all schools to have a policy on charging and remissions for school activities. This legislation may be viewed at http://www.opsi.gov.uk/actis/acts1996/ukpga_19960056_en_28

3.0 Items for which no charges will be made

3.1 Education provided during school hours (including the supply of any materials, books, instruments or other equipment).

3.2 Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

3.3 Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupils is being prepared for at the school, or part of religious education.

3.4 Entry for a prescribed public examination, if the pupil has been prepared for it at the school.

3.5 Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

3.6 Transporting registered pupils:

- to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- to other premises where the governing body or local education authority has arranged for pupils to be educated;
- to enable them to meet an examination requirement when they have been prepared for that examination at the school.

4.0 Items for which charges will be made

4.1 Within School Hours

4.1.1 Educational visits and activities – voluntary contributions

When organising educational visits or activities, which enrich the curriculum and the experience of pupils, the school invites the parent/carer to make a voluntary contribution towards the cost of the visit or activity. Although not an exhaustive list; these activities may include visits to museums, galleries and the theatre as well as sporting activities.

If the school does not receive sufficient voluntary contributions we may need to cancel the visit or activity. When a visit or activity does go ahead it may include pupils whose parents/carers have not paid any contribution. We may not, by law, exclude these pupils and indeed would not wish to treat them differently from others.

4.1.2 Swimming

The school organises swimming lessons for all children in Year 3 and 4. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution towards the cost of the hire of the pool, lifeguard and swimming teachers. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

4.1.3 Music

All pupils study music as part of the normal school curriculum for which no charge is made. The governors do reserve the right to charge for any activities deemed as “optional extras” if they occur outside school hours and are not part of the National Curriculum.

Charges will be made for peripatetic music teachers where a parent/carer opts for their child to have a music lesson during the school day currently offered through York Music Hub. This is a private arrangement between the parent/carer and the music provider.

4.1.4 Craft/Technology Activities

All pupils have the opportunity within the school curriculum of taking part in activities such as craft and technology. The governing body reserves the right to charge for ingredients and materials at cost when they are not provided by parents/carers.

4.2 Not within School Hours

4.2.1 Residential Visits

Charges will be made for the cost of the visit (board and lodging, travel costs, entrance fees etc.). Families are invited to pay in instalments over several months or in one single payment. Any parent/carer who refuses or is unable to meet the charge should not expect their child to be included. Any parent/carer unable to meet the cost is invited to apply for a remission, please refer to section 6.

4.2.2 Optional Extras

Charges may be made for some activities known as “optional extras”. These may include:

- extracurricular activities
- any equipment and/or staffing in relation to extracurricular activities

Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity. It will not, therefore include an element of subsidy for any other children. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Charges made by external providers of activities are the responsibility of those providers and consequently not covered by this Policy.

4.3 Other Charges

4.3.1 Additional Text Books and Study Materials

From time to time recommendations may be made regarding additional text books, equipment and study materials which could enhance a pupil’s learning. In these circumstances it is the parent/carer’s choice to purchase and therefore the charge will be met in full by the parent/carer. Any such charge will be equal to the cost price of the item concerned to the school.

4.3.2 Lost or Damaged Items of School Property

Parents/carers may be asked to make a contribution towards replacing damaged school property caused wilfully or negligently by their child/ren. This may include window breakage or removal of graffiti. A charge to cover the cost of replacement may also be made for lost or damaged items of school property, including library books/text books.

4.3.3 School Uniform

St Paul’s CE Primary School uses a clothing supplier who provides quality school wear at affordable prices. Parents/carers order and pay through the online web-shop with items delivered to school for distribution. In exceptional circumstances the LA has discretionary power to provide assistance towards the purchase cost.

4.3.4 School Meals

Parents/carers whose child takes a school lunch must pay the relevant cost stated by the school’s catering supplier. Pupils may be eligible for

free school meals. Application forms are available from the school office.

4.3.5 Public Examinations

A charge will be made for examination entry fee/s if the registered pupil:

- has not been prepared for examination at the school, or
- fails, without good reason, to complete the requirements of any examination for which the school has already paid or agreed to pay the entry fee.

6.0 Remissions

St Paul's CE Primary School believes that all pupils should have equal opportunities to benefit from school activities both curricular and extra-curricular, independently of their parent/carer's financial means. To that end the Governing Body has agreed in circumstances of family hardship they will invite parents to apply, in confidence, for remittance of charges in part or in full. Pupils may be eligible for a remission of charge if their parent/carer is in receipt of at least one of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of the State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit

In cases where the specific circumstances, often temporary, of a particular family's hardship fall outside these criteria; the Headteacher may use their discretion to remit charges in part or in full.

If a parent/carer wishes to apply for remission of charge a form is available from the school office. Authorisation for such remission will be made by the Headteacher and/or a nominated governor. The decision of the Headteacher and/or nominated governor will be final.