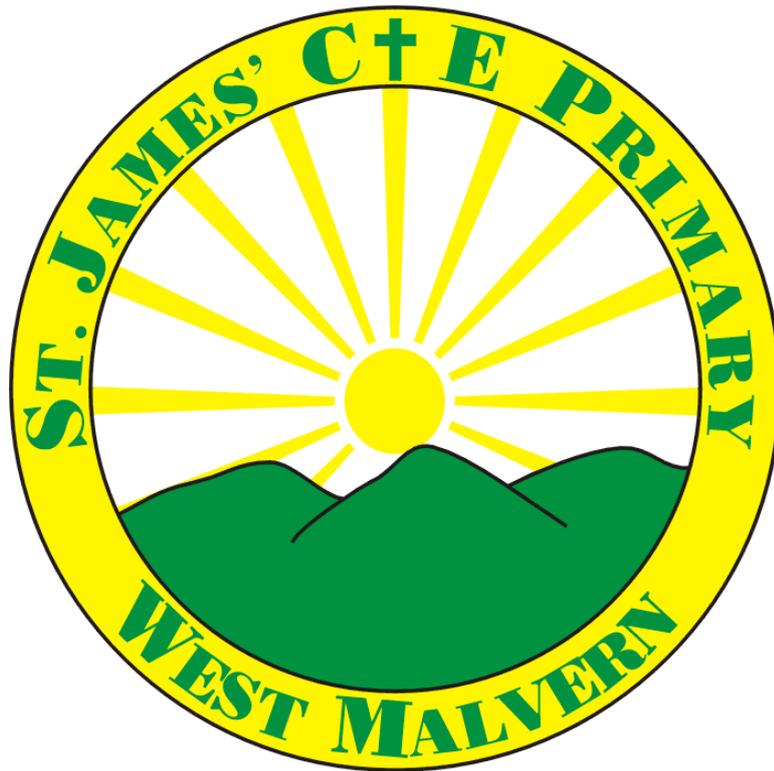


St. James' CE Primary School



Learning Together: Caring Together

Charging and Remissions Policy

Policy Reviewed: July 2016

Date Approved by Governing Body: 13th July 2016

Review Date: July 2019

St. James' CE Primary School
Charging and Remissions Policy
Learning Together: Caring Together

Aim:

To set out when school activities or administration will incur a charge to parents and for whom charges may be remitted. It will be administered in the light of our Christian Caring Values.

Education during school hours:

It is the law that education during school hours must be free. This includes materials, books, equipment, instruments, swimming and transport.

The only exceptions to this are:

- Clothing.
- Materials or ingredients used in practical subjects where the child takes possession of a finished artefact. In this case the school reserves the right to make a minimum charge to cover the costs incurred.
- Music tuition to individuals or groups of up to 4 pupils where the teaching is not part of the National Curriculum or a prescribed public examination syllabus being followed by the pupils.

School hours are stated in the school handbook.

Education outside school hours:

A charge for activities outside school hours will only be made for activities that are not a necessary part of the National Curriculum, or part of the basic curriculum for Religious Education. Any charge made will not exceed the actual cost of the activity.

The charge may include travel costs, board and lodging, materials, books, instruments, equipment, cost of hiring teaching staff for the activity and insurance costs.

Education partly during school hours:

If over 50% of an activity takes place within school hours no charge will be made. This does not include transport time. Exceptions will be as for Education during school hours (see above).

Residential activities:

A residential trip will count as falling within school hours if the number of school sessions missed by the pupils amounts to 50% or more of the number of half-days spent on the trip. *Note: Regulations state that one school day is divided into two school sessions.*

Charges may be made for board and lodging in all cases where a school activity involves nights away from home.

Breakages, loss or damage to school premises/equipment:

Where school property or premises are damaged as the result of pupils' negligence or behaviour, the school reserves the right to charge parents for the loss or damage.

Equal Opportunities:

St. James' CE Primary School emphasises that no child will be discriminated against or excluded from any charged activity whatsoever, on the basis of being unable or unwilling to pay.

Remission of charges:

Parents of pupils who fall in receipt of one of the following, **may** qualify for remission of charges:

1. Income Support;
2. Income Based Job-Seekers Allowance;
3. Support under Part VI of the Immigration and Asylum Act 1999;
4. Child Tax Credit where a parent is not entitled to Working Tax Credit and whose annual income is less than £14,495.

Remission of charges will be considered for:

- outside school hours activities;
- residential trip board and lodgings.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors. Arrangements may be made in certain circumstances for payment to be made by instalments.

Voluntary Contributions:

The school may, on occasions, invite parents and others to make voluntary contributions to make school funds go further. Typically at St. James' CE Primary School this applies to school trips or residential to help cover the cost of transport and entrance fees. Such contributions can be requested for any school activity but there will be no obligation. Usually, if an activity will not take place without the financial help of parents or fundraising, this will be stated in the planning stage and if not enough funds are raised there is always the possibility that it will not take place.

After School Activities:

Charges may be levied for additional activities provided mainly outside school hours. The charging for these activities will be dependent upon the costs incurred and will be at the discretion of the Governing Body, through the Headteacher. The charge to any one pupil will not exceed the actual total cost of the activity, divided by the number of pupils taking part.

Administration

This policy is available on the website. Single copies of information such as the School Policies are provided free upon request. Multiple copies which involve a lot of administration time and resource and costs, may incur a charge. Any such extraordinary request will be considered by the Governors and appropriate charge agreed.