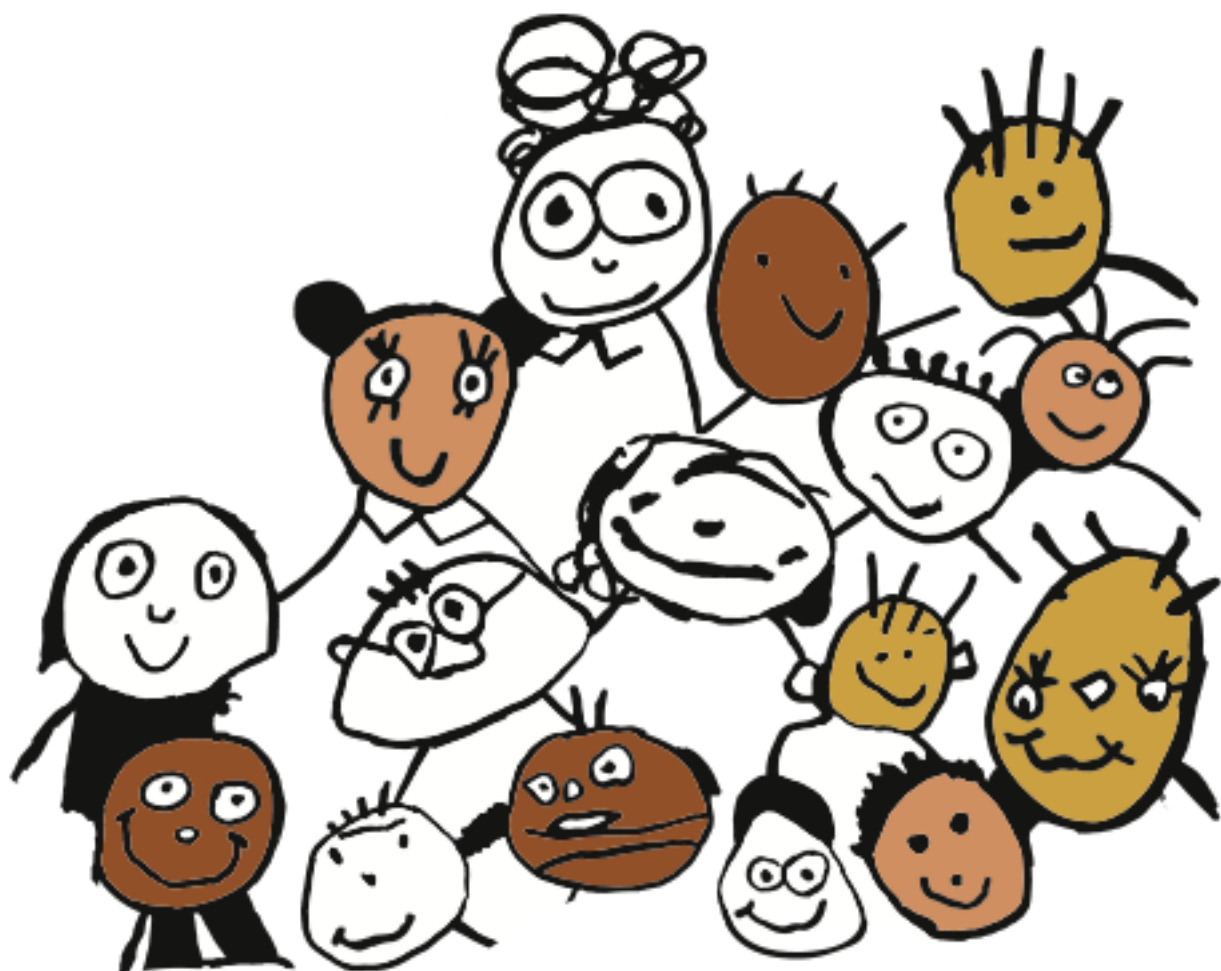




St Margaret's  
CE Primary School

# Charges and Remissions Policy

Member of staff responsible:	Alison White
Date policy written:	September 2017
Date to be reviewed:	September 2018
Date approved by Governing Body:	October 2017



# Charging and Remissions Policy

## 1. INTRODUCTION

- All the education we provide during normal school hours from 8.50 – 3.15 is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we may charge for some additional extra activities such as individual or small group music tuition.

## 2. MISSION STATEMENT

Governors and Staff with the support of Parents and Carers, will aim to secure for each child:

- An educational experience of the highest quality
- A strong foundation of skills and sound preparation for life
- A challenging, creative, stimulating, safe and caring environment
- Appropriate resources to support learning and achievement
- A committed team of adults working in his/her best interests
- An establishment and system responsive to his/her needs

## 3. AIMS AND OBJECTIVES

The aims of this policy will:

- set out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers;
- clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities..

## 4. VOLUNTARY CONTRIBUTIONS

- When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.
- If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.
- When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divide by the total number of the pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through voluntary contributions and the school budget. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to the parents/carers.
- The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as “optional extras”. This list is not exhaustive:
  - ~ visits to museums;
  - ~ field trips and research visits;
  - ~ sporting activities which require transport expenses;
  - ~ outdoor adventure activities;
  - ~ visits to or by a theatre company;
  - ~ musical events

## 5. RESIDENTIAL VISITS

- If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do suggest a voluntary contribution to cover the costs of board and lodging. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

## 6. SWIMMING

- The school organises swimming lessons for all children in Year 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents and carers when these lessons are to take place.

## 7. ADDITIONAL SPORTS COACHING

- The school is sometimes able to secure the services of a qualified sports coach. It is necessary for the school to make a charge for this service and so children attending these sessions may be asked to contribute financially toward the cost of the coaching session. The school does routinely offer various after school clubs.

## 8. LOSS OR DAMAGE

- If children lose or damage reading books the replacement of these will be charged directly to the parent/ carer. For Oxford Reading Tree books this is a standard charge of £5 per book. For other books it is the at the face value of the book.
- Any lost or damaged CGP books will be charged directly to the parent/ carer at the face value of the book.
- For any additional loss or damage parents/ carers will be expected to replace or pay for the cost of the item/s.

## 9. BREAKFAST CLUB

- Breakfast club is available to children from reception up to Year 6 each morning at the cost of £1 per session.

## 10. AFTER SCHOOL CLUBS

- After school clubs are additional to the curriculum. These are charged per session. Information is sent to parents about what clubs are available, the cost of the club and how to book a place for each club.